



PROSPECTORS &  
DEVELOPERS  
ASSOCIATION  
OF CANADA

## **Prospectors & Developers Association of Canada (PDAC)**

### **Coordinator, Convention Events & Sponsorship**

Fixed term one-year contract

#### **About PDAC:**

The Prospectors & Developers Association of Canada (PDAC) is the leading voice of the mineral exploration and development community, an industry that supports 719,000 people in direct and indirect employment, and contributes \$106 billion to Canada's GDP every year.

Representing over 6,000 members around the world, PDAC's work centers on supporting a competitive, responsible, and sustainable mineral sector. The annual PDAC Convention is the world's premier international event for the minerals and mining industry. In recent years, it has attracted more than 17,000 people from 120 countries in live format and over 5,000 online.

#### **The Role:**

PDAC is looking for a dynamic and detail-focused event professional to assist with the planning and execution of convention-related networking and business events. Some of the events that the coordinator will contribute to may include: Opening Reception, President's Reception, Life Member Luncheon, S-IMEW Alumni Reception, Awards Gala & After Party, The Network, etc. This position reports to the Senior Manager, Convention Events & Sponsorship.

#### **What you will do:**

Plan and execute convention-related events together with the Senior Manager, Convention Events & Sponsorship. Responsibilities to include:

- Working with a graphic designer to produce event signage, programs, etc.
- Preparing event floor plans
- Preparing banquet event orders
- Collaboration on décor design/selection
- Collaboration on menus for various events
- Developing and deploy email invitations, track RSVPs
- Website updates as required
- Assisting with the development of content for marketing materials
- Assistance on sponsor related tasks
- Providing onsite support for the execution of various events
- Other tasks as required

Awards Gala & After Party



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- Corresponding with Award recipients and presenters
- Developing scripts and timelines for these two events
- Managing Award ticket purchases; table assignments in database; coordinate onsite ticket desk; coordinate staff volunteers
- Preparing sponsor table signs
- Coordinating the development of PowerPoint decks
- Other tasks as required

**You have:**

- Minimum 3 years of relevant experience in event planning
- College Diploma or University Degree in a relevant field of study or a combination of equivalent education, job related training and /or experience (event planning, marketing, public relations, business administration)
- Excellent interpersonal skills, can demonstrate tact, diplomacy and a high level of customer service
- Superior on-site logistics coordination skills
- Proven success managing multiple priorities and competing deadlines
- Exceptional organizational and administrative skills
- Excellent oral and written communication skills, including writing and proof reading
- Excellent computer skills – proficient in MS Office programs
- Working experience with databases, web content management systems and/or HTML is an asset

**You are:**

- Comfortable working in a fast-paced, time-sensitive environment
- Able to take on multiple responsibilities and apply initiative to ensure follow-through on projects
- Able to discern work priorities, create and follow critical paths and meet deadlines
- Adaptable with the capability to learn quickly. Accuracy and attention to detail is critical
- Able to work closely with a small team as well as independently
- Flexible and willing to work on occasional evenings and weekends where required and agreed. Must be available to work longer hours through convention onsite dates

This position will be working in a hybrid mode. The PDAC office is located at 800-170 University Avenue, Toronto.

Applicants must submit both a **cover letter and resume** to [hire@pdac.ca](mailto:hire@pdac.ca)



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**We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.**

*The PDAC is an equal opportunity employer, and we value diversity. The PDAC, will provide, on request, accommodations for disabilities to support your participation in all aspects of the recruitment process.*