



PROSPECTORS &
DEVELOPERS
ASSOCIATION
OF CANADA

Prospectors and Developers Association of Canada (PDAC)

Coordinator, Convention - 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 4,400 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:

You are a proficient project manager with exceptional organizational skills. Reporting to the Manager, Convention Operations, you will collaborate effectively to provide logistical and administrative support to various convention related projects to help with the delivery of an exceptional, international event.

What you will be responsible to do:

- Executing a variety of administrative duties that includes booking meetings, writing emails, pulling lists from a database, updating documents, etc.
- Coordinating the rental of meeting space (Presentation & Reception Rooms in person or International Stage online)
- Convention Team lead with selected convention platform
- Developing and coordinating the production of print and digital signage
- Responding to convention inquiries
- Assisting with complimentary registration data entry
- Responsible for pre- and post-convention shipping of Convention Team materials to venue
- Other tasks as required



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You have:

- 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)
- 1-3 years of experience with event planning
- Demonstrated proficiency with onsite logistics coordination
- Proven success managing multiple priorities and competing deadlines
- Exceptional organizational and administrative skills
- Excellent interpersonal skills, can demonstrate tact, diplomacy and a high level of customer service
- Excellent computer skills - good working knowledge of MS Office programs, Content Management Systems (CMS), and databases
- Working experience with web content management systems and/or HTML 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 long 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 [hiring@pdac.ca](mailto: hiring@pdac.ca)

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.