

Conference/Event Coordinator

About You

The Event Coordinator will become part of the Trade Show & Events team and align with event goals and initiatives to ensure the seamless support for the planning and implementation of events in our production umbrella. You will be responsible for supporting the development and coordination of industry focused programs, Trade Show features, Conferences, and Special Events, and to manage the administrative duties for the events simultaneously.

You should have a passion for events, including trade shows and conferences, provide outstanding customer service, be an enthusiastic professional, and have the ability to build professional relationships with internal and external stakeholders.

What you'll do...

- Project coordination for assigned events and programs including logistics, budget management and all administrative details.
- Assist with processing of related contracts while maintaining budgets and identifying variances in a timely fashion.
- Assist with online content management including website/ social media monitoring,. Act as the registration liaison, including processing, data entry, follow-up. On-site logistical support and volunteer coordination at events.
- Work on a consistent basis with volunteers, committee members and affiliated groups. Assist team with on-site coordination of event logistics, which may require some physical labour.
- Sales support including, processing contracts/renewal bookings, identify new business opportunities including sponsorship support.
- Process presenter/speaker contracts, including confirmation letters, photos and profiles. Prepare advance and on-site materials for conferences and meetings.
- Act as a data proofing agent with regard to both digital and printed marketing materials. Prepare and coordinate post-event items, including survey analysis and processing of invoices.
- Committee meeting administration including notifications, agenda preparation, coordinating meeting materials, and timely and accurate minutes.

What you'll bring...

- Minimum of 3-5 years of B2B event experience.
- Excellent organizational skills, with ability to prioritize tasks simultaneously, with a strong sense of responsibility.
- Proactive, self-motivated, enthusiastic and ability to effectively contribute and work positively with a team as well as independently.
- Punctual, dependable and dedicated to achieving operational excellence, down to the smallest of details.
- Results oriented, detail driven and effective problem solver.
- Efficient event planning and logistics processing skills.
- Excellent customer service attitude and etiquette.
- Excellent oral and written communication skills.
- Ability and desire to work and perform in a diverse association environment.
- experience with a variety of software including MS Word, Excel and PowerPoint, with knowledge of Gmail, Google Forms and applications.
- Ability to work calmly and effectively in stressful situations.
- Experience directing staff/volunteers/service suppliers at events.
- Belief in the value of communication, including listening.
- Ethical and committed to maintaining a strong degree of confidentiality.
- Maintaining a consistently professional approach, with a willingness to take ownership and responsibility both within and outside one's job domain.
- Past experience with Associations and/or Awards Programs and/or Green Industry considered an asset.
- Flexibility to work occasional night hours/ weekends as required during show/event season.

Bonus points...

- Experience working in or with the event industry
- Proven success on executed events

Salary and Benefits

- Two weeks vacation
- Health benefits
- Matching RRSP program
- Hybrid work environment and a beautifully renovated modern office space
- People first work space

About Landscape Ontario

The Landscape Ontario Horticultural Trades Association (LO) was established over 40 years ago with a mandate to promote and advance the Landscape and Horticulture industry through leadership, community, professionalism and stewardship. Landscape Ontario represents 2,800 members employing over 70,000 employees in Ontario in nine geographical chapters and across 10 occupational Sectors.

With the industry's vision to be recognized as professionals that provide economic, environmental and health & wellness benefits for every community, LO strives to be the hub that creates opportunities for the current and future workforce to advance their careers and pathways to support this growing industry.

Landscape Ontario is an equal opportunity employer and values diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We look forward to reviewing your credentials and getting to know more about your experience!

Please contact:

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LANDSCAPE ONTARIO HORTICULTURAL TRADES ASSOCIATION

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