



PROSPECTORS &
DEVELOPERS
ASSOCIATION
OF CANADA

Prospectors and Developers Association of Canada (PDAC) Coordinator, Convention Presentations

Fixed term contract position, commencing immediately to April 30, 2023.

About PDAC:

The Prospectors & Developers Association of Canada (PDAC) is the leading voice of the mineral exploration and development community, representing over 6,000 members around the world. Our work centers on supporting a competitive, responsible, and sustainable industry, as well as hosting the annual PDAC Convention, which is the world's premier mineral industry event. In recent years, it has attracted more than 17,000 people from 120 countries in live format and over 5,000 online.

The Opportunity:

PDAC is looking for an enthusiastic, collaborative, organized and detail-oriented event professional with experience coordinating speakers. Reporting to the Manager, Convention Presentations, the successful candidate will be responsible for the coordination of presenters engaged in the Capital Markets, Indigenous and Sustainability Programs at PDAC 2023.

Duties and responsibilities

- Work collaboratively with staff leads for the Capital Markets, Indigenous and Sustainability Programs who determine session themes/select speakers
- Send speaker invites/instructions
- Prepare and keep up to date presenters lists for publication on the Convention website, on print and digital signage, etc.
- Create lists for data entry of speaker passes
- Prepare speaker/Chairperson instructions and answer questions
- Coordinate speakers onsite
- Other duties as required

Qualifications and experience

- College diploma in marketing/public relations/business administration or related discipline; event-related professional development courses
- 2-3 years of direct event experience (please note this is a junior/intermediate position), experience coordinating speakers is preferred
- Previous experience working with non-profit organizations or mineral exploration/mining industry



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- Exceptional administrative and organizational skills
- Excellent oral and written communication skills, including writing and proof reading and the ability to communicate with tact and diplomacy
- Ability to learn quickly, focus on the details and follow explicit direction. Accuracy and attention to detail is critical
- Demonstrated ability to work independently and as a team player
- Ability to multi-task in a fast-paced, time-sensitive environment
- Ability to discern work priorities, create and follow critical paths and meet deadlines
- Superior on-site logistics coordination;
- Flexibility and willingness to work on occasional evenings and weekends where required and agreed
- Proficient use of Microsoft Word, Excel, and Outlook
- Experience with website content management systems is a plus

The successful candidate will be working in a hybrid work model, with the requirement to attend the PDAC office at least four days a month as well as work on-site during in person convention. The PDAC office is located at 800-170 University Avenue, Toronto.

Applicants are requested to **submit 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.