



CANADIAN HEALTH FOOD ASSOCIATION

235 Yorkland Blvd, Suite 201 · Toronto, ON M2J 4Y8

www.chfa.ca · info@chfa.ca · (800) 661-4510

JOB DESCRIPTION

POSITION: Event Coordinator

REPORTS TO: Manager, Events and Education

DIRECT/INDIRECT REPORTS: None

We're the Canadian Health Food Association, aka CHFA. And we're certified as a "**Great Place to Work®!**"

Are you passionate about planning, organizing and event production? As Canada's largest trade association dedicated to natural health and organic products we're on the hunt for an Event Coordinator to help support the production of our annual trade shows and conferences.

Position Profile

As Event Coordinator, you are responsible for the overall administration of, and exhibitor support for, our annual trade shows and conferences. Our trade shows are heralded as two of the best and largest trade events in Canada. As a member of the CHFA Events team, your role will be to ensure that our members continue to receive a high level of customer service and support in their preparations to exhibit.

To be successful in this role, you will:

- Be detail-oriented, organized, and produce a high caliber of work
- Have a college diploma in event management, business administration, or related discipline
- Have a minimum three (3) years' experience in trade shows, or conference coordination
- Demonstrate strong verbal and written communications skills
- Demonstrate an advanced knowledge of computer programs including Microsoft Excel, Word and Adobe
- Demonstrate excellent customer service skills
- Demonstrate the ability to multi-task in a fast-paced, time-sensitive environment
- Demonstrate attention to detail and willingness to "go the extra mile"
- Demonstrate a passion for natural health and natural living

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Accountabilities

- Be the first point of contact, providing excellent customer service for all in-bound enquiries from our exhibitors
- Collection of all service provider order forms for the Exhibitor Manuals
- Administration of CHFA order forms including but not limited to food sampling, product showcase and cold storage
- Oversee the build of event registration websites
- Work in conjunction with colleagues to continually improve all aspects of trade show coordination
- Other tasks as required

Note: This job description may be changed at any time to include new responsibilities and tasks, or change existing ones as management deems necessary.

If interested in joining our team, please send your resume along with a cover letter to jobs@chfa.ca

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