



PROSPECTORS &
DEVELOPERS
ASSOCIATION
OF CANADA

Coordinator, Sponsorship **1-year fixed term contract (possible conversion to full-time employment)**

Description:

Have you ever wanted to be a part of something huge? This rare opportunity allows you to be a part of the award winning PDAC Convention: The world's premier mineral exploration and mining event in Toronto, attracting up to 25,000 attendees from 135 countries annually.

You will be part of the 14-person Convention Team to support the day-to-day needs of the department and overall organization. You will assist with sponsor deliverables for the PDAC Convention and work internally with various departments to ensure the successful delivery of sponsorship programs and contribute to the success of the event.

The PDAC Convention takes place at the Metro Toronto Convention Centre (MTCC) at the beginning of march every year. The successful candidate will be required to work on site during the event.

The Role:

Reporting to the Manager, Business Development and Strategic Partnerships the Coordinator will be responsible for convention sponsorship deliverables including professional communication and coordination with sponsors, for brand and promotional management, sponsor advertisements, and logistics coordination. Sponsorship and marketing experience, attention to detail, and the ability to manage multiple projects and deadlines, will contribute to the Coordinator's success.

What You Will Do:

- Prepare Sponsor benefits packages; update and edit packages, including the invoicing and tracking of payments
- Maintain ongoing contact with Convention sponsors to ensure the successful execution of sponsor deliverables including:
 - logo management –filing logos, adhering to sponsor's corporate branding guidelines
 - ordering and tracking sponsor promotional items
 - maintaining sponsor website recognition
 - coordinating sponsor graphic files and requirements for convention marketing materials (printed and digital versions)
 - working with the PDAC Communication's team, ensure that sponsor's social media requirements are met
 - coordinating sponsor signage requirements and reviewing proofs when received
 - confirming and tracking attendee bag inserts
 - coordinating sponsor graphic files and requirements for Convention Program advertisements and potential onsite deliverables
 - providing instructions to sponsors for event participation.
- Database management: create, maintain, and update primary sponsor contacts. Ensure sponsorship fees and complimentary passes are entered accurately. Assist sponsors with the assignment of complimentary passes.

Qualifications:

- Diploma/Degree in a relevant field of study or a combination of equivalent education, job related training and /or experience (sponsorship management/ event planning/ marketing/ business administration)
- 2 years' experience working in a sponsorship/event planning role/business administration
- Experience working in a non-profit organization, industry association or marketing/advertising agency
- Demonstrated ability to work collaboratively in a team environment as well as ability to work autonomously and follow explicit direction
- Superior written, editorial, and oral communication skills
- Exceptional organizational, administrative, and analytical skills
- Ability to manage multiple priorities with competing deadlines while maintaining attention to detail and high degree of accuracy
- Proven track record for providing superior customer service while demonstrating tact and diplomacy
- Proficient use of Microsoft Word, Excel, and Outlook
- Knowledge of or experience updating database records and website content is a plus.

PDAC is a hybrid workplace and staff are required to attend the office a minimum of 4 days per month. Our office is located at 800-170 University Avenue, Toronto.

Applicants are requested to submit a cover letter and resume to hr@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. PDAC will provide, on request, accommodations for disabilities to support your participation in all aspects of the recruitment process.

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 7,000 members around the world, PDAC's work centers on supporting a competitive, responsible, and sustainable mineral sector.