



PROSPECTORS &
DEVELOPERS
ASSOCIATION
OF CANADA

Coordinator, Student & Early Career Program

1-year contract (possibility of permanent employment upon completion of the contract)

About PDAC:

The PDAC is proud to be the leading voice of Canada's mineral exploration and development community since 1932. With over 7,000 members around the world, PDAC's work centres on supporting a competitive, responsible mineral sector. The annual PDAC Convention is the world's premier international event for the mineral exploration and mining industry. It has attracted more than 25,000 people from 135 countries in recent years. The PDAC fosters an employee environment of flexibility, collaboration and teamwork.

The Role:

You are a skilled communicator with exceptional organizational skills. Reporting to the Manager, Student & Early Career Program, you will collaborate effectively to plan, and execute programs, events and initiatives for students and early career individuals to connect with global industry and career professionals who can provide mentorship and career direction in the mineral and mining, prospecting and development fields.

What you will do:

- Participate in the planning and execution of the annual two-week Student-Industry Mineral Explorations Workshop (S-IMEW)
 - Coordinate the student nominations, student selection, recruitment of volunteers and sponsorship deliverables for the event
 - In collaboration with the Manager, Student & Early Career Program coordinate all logistics, marketing and promotion of the event
 - Assist with the recruitment, training and supervision of onsite S-IMEW Event Coordinators.
- Participate in the planning and execution of the Student and Early Career Program at the annual PDAC convention
 - Assist with volunteer orientation and training of staff for the Student Hub
 - Provide support for all Pre-Convention events including the promotion of volunteer opportunities for students, the promotion and administration of Convention Travel Funding and marketing and promotion of Student & Early Career Program events.
- Update and maintain Faculty contact lists, Student Clubs contact lists, S-IMEW Alumni information and database
- Actively assist with social media promotion of Student & Early Career programs and events
- Plan and assist with student outreach events



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- Review and prepare applications for Mary-Claire Ward Geoscience Award selection process and ERM Sustainability Bursaries selection process
- Promote and administer the Field Trip Funding program
- Provide support for any online events with student programming component
- Assist with the marketing and administration of the Mentoring Program
- Review and edit copy/text for publications and website, update Student and Early Career website as required
- Provide support to the Human Resource Development Committee
- Other duties and responsibilities as assigned

You have:

- 2-3 years of direct event experience (coordinating event logistics and marketing is preferred)
- University Degree or College diploma in marketing/public relations/business administration/human resources or related discipline; event related professional development courses
- Excellent interpersonal, communication and team skills with an ability to work effectively with a diverse group of students and volunteers
- Superior on-site logistic coordination skills
- Previous experience working with non-profit organizations or mineral exploration/mining industry
- Exceptional administrative, organizational and problem-solving skills
- Excellent oral and written communication skills, including writing and proof reading and the ability to communicate with tact and diplomacy
- Excellent computer skills-proficient in MS Office programs
- Proven success managing multiple priorities and competing deadlines
- Experience with Photoshop, Illustrator and website content management systems would be an asset
- Must possess a valid driver's license and meet minimum age and licensing requirements as per vehicle rental insurance agreement (25 years)

You are:

- Able to learn quickly, focus on the details and follow explicit direction. Accuracy and attention to detail is critical
- Able to demonstrate an excellent ability to problem solve under pressure
- Able to work closely with a small team and independently as required
- Able to discern work priorities, create and follow critical paths and meet deadlines



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- Flexible and willing to work on occasional evenings and weekends where required and agreed. Must be available to work longer hours through S-IMEW event and PDAC Convention each year

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 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. The PDAC, will provide, on request, accommodations for disabilities to support your participation in all aspects of the recruitment process.