

Association & Events Management International

Position: Event Coordinator
Reports To: Association Manager
Location: Downtown Toronto
Employment Type: Full-Time
Salary Range: \$60,000 to \$80,000 (commensurate with experience)

Position Summary

The Event Coordinator is responsible for the end-to-end planning, coordination, and execution of events, including examinations, conferences, and tradeshow, for a client association. Working closely with internal teams and external partners, the Event Coordinator ensures all events are well-organized, on budget, and aligned with the association's objectives. This role involves logistics management, vendor coordination, and participant communication, with a focus on delivering seamless experiences for all attendees.

Key Responsibilities

Event Planning & Coordination:

- Lead the logistics planning for a variety of events, including exams, conferences, webinars, and tradeshow.
- Create and maintain detailed project plans and timelines for each event.
- Coordinate event registration processes, attendee communications, and on-site or virtual management.
- Manage event platforms for virtual events, ensuring smooth technical operations.

Vendor & Venue Management:

- Research, select, and negotiate contracts with event venues, vendors, and suppliers.
- Coordinate with audio-visual teams, caterers, and other service providers to ensure smooth operations during the event.
- Manage relationships with external vendors, ensuring they deliver high-quality services on time and within budget.

Budget Management:

- Develop and manage event budgets, ensuring all financial aspects are controlled and documented.
- Track expenditures and provide regular reports on event financials.
- Work with finance teams to ensure timely invoicing and payments for vendors.

On-site & Virtual Event Management:

- Oversee on-site event execution, including setup, registration, and tear-down.
- Manage virtual platforms for online events, troubleshooting any technical issues that arise during the event.
- Provide excellent customer service to all attendees, speakers, and exhibitors.

Communications:

- Serve as the primary point of contact for all event-related inquiries from clients, participants, and vendors.

- Collaborate with internal departments, including committees, marketing, finance, and membership, to ensure seamless event execution.
- Prepare post-event reports, including attendee feedback, financial summaries, and recommendations for future events.

Compliance & Risk Management:

- Ensure all events comply with relevant health, safety, and accessibility regulations.
- Manage risk mitigation strategies and ensure all contractual obligations are met.
- Stay informed of industry best practices, trends, and innovations in event management.

Qualifications:

- 4+ years of experience in event planning, with a strong focus on logistics and vendor management.
- Experience managing corporate or association events, exams, or tradeshow is preferred.
- Proficiency with event management software and virtual event platforms (e.g., Zoom, Cvent, Eventbrite).
- Bachelor's degree or diploma in event management, hospitality, business, or related field (or equivalent work experience).
- Strong project management skills and attention to detail.
- Excellent communication and negotiation skills.
- Ability to manage multiple events and deadlines simultaneously.
- Knowledge of the Canadian events industry and relevant regulations is a plus.
- Designations related to the event and exposition planning industry are a plus.

Working Conditions

- This is a full-time position with occasional evening or weekend work required for events or meetings.
- In-person during training and option for hybrid following training.

Additional Requirements:

- Ability to travel within Canada for on-site event management.
- Flexibility to work evenings or weekends as required by event schedules.
- Valid driver's license
- Health benefits program provided.

Diversity

Diversity is a core value at Association and Events Management International. We are passionate about building and sustaining an inclusive and equitable environment for all. We lead with our values and beliefs that enable team members to develop their potential, bring their whole selves to the workplace, and engage in a world of inclusion. We know that having varied perspectives helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

To Apply:

Please submit a resume and cover letter detailing your relevant experience to careers@aemanagement.ca.