



PROSPECTORS &
DEVELOPERS
ASSOCIATION
OF CANADA

Coordinator, Convention Programming

6-month fixed term contract, June to November, 2025

Description

Have you ever wanted to work on a large event? This position also offers the opportunity to be a part of an award-winning Convention.

PDAC 2026: The World's Premier Mineral Exploration & Mining Convention is the leading event for people, companies and organizations connected to mineral exploration. This annual convention is known for attracting 27,000 attendees from 130+ countries for its educational programming, networking events, outstanding business opportunities and fun. Since it began in 1932, the PDAC Convention has grown in size, stature and influence. Today, it is the event of choice for the world's mineral industry hosting more than 1,200 exhibitors.

The Role

The Coordinator, Convention Programming is a detail oriented, and collaborative event professional with strong project management and speaker coordination skills. Reporting to the Manager, Convention Programming, they are responsible for managing the logistics and coordination of the Capital Markets, Indigenous, and Sustainability sessions for the PDAC convention which takes place in March 2026. The Coordinator acts as a critical liaison between the Convention and Policy departments within PDAC, ensuring open communication, alignment, and timely delivery of session components.

What you will do:

Project Management and Program Coordination:

- Serve as the primary liaison with Policy Analysts to manage the logistics for the Capital Markets, Indigenous, and Sustainability programs.
- Oversee session logistics, including scheduling, deadlines, and communication between the Convention and Policy departments.
- Send instructions to chairs and presenters, ensuring they sign presenter agreements, submit required materials, and adhere to deadlines.
- Prepare and maintain presenter lists for publication on the convention website, print materials, and digital signage.

Speaker and Session Management

- Create and maintain spreadsheets for tracking speaker submissions and requirements.
- Respond to inquiries from speakers and session chairs with professionalism and tact.

Template Development and Process Improvement:

- Refine templates and processes as required to enhance efficiency and clarity in session management.

Administrative Support

- Manage tasks related to the preparation and publication of session marketing materials.

You Have:

- A college diploma/degree in a relevant field of study or a combination of equivalent education, job-related training, and/or experience (event planning, marketing, public relations, business administration, project management).



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- 2–3 years of direct event experience, experience coordinating speakers is preferred.
- Previous experience working with non-profit organizations or mineral exploration/mining industry.
- Demonstrated proficiency with logistics coordination.
- Proven success managing multiple priorities and competing deadlines.
- Experience working with databases and updating website content is beneficial
- Knowledge of project management tools, such as Asana, is an asset.
- Superior written, editorial, and oral communication skills with the ability to communicate with tact and diplomacy.
- Exceptional organizational and administrative skills, with strong attention to detail and a high degree of accuracy.

You Are:

- Proficient with Microsoft Suite; Word, Excel, and Outlook.
- Able to work collaboratively in a team environment.
- Able to work autonomously as well as to follow explicit direction as required.
- An agile and adept learner, with the ability to adapt to new tools and processes.
- Comfortable working with remote teams.

About PDAC:

The PDAC is proud to be the leading voice of Canada's mineral exploration and development community since 1932. PDAC works with its stakeholders to ensure that the materials needed to drive innovation and build a sustainable future are available for generations to come. Currently represent over 8,000 members around the world.

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