

## **Events Specialist**

Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) is a not-for-profit national trade association that represents and advocates for member companies in the Heating, Ventilation, Air Conditioning and Refrigeration industry (HVACR). Our members include wholesalers, manufacturers, contractors, and other professionals with an interest in this industry and improving its impact on the environment. We've been around for more than 50 years and believe it or not, still growing!

We are looking for a highly organized and proactive Events Specialist to support the planning, coordination, and execution of HRAI's business events and trade shows. Reporting to the Events Director, this fully remote role is ideal for someone who thrives in fast-paced environments, enjoys managing logistics and operations, and is passionate about delivering exceptional event experiences for exhibitors, sponsors, speakers, and attendees.

This posting is for an existing vacancy.

The salary range for this role is \$60,000-\$70,000 annually.

### **Major Responsibilities:**

#### **Event Planning & Logistics:**

- Work closely and under the supervision of Events Director, to ensure alignment across sales, marketing and operations for each event.
- Plan, coordinate, and execute assigned projects/events, tracking timelines, budgets and milestones.
- Develop operational critical path for assigned projects/events and monitor progress.
- Assist with evaluating bids from event service contractors (venue, AV, catering, registration, hotels, etc.) and coordinate logistics, under guidance.
- Support pre-event planning, including production of exhibitor manuals, newsletters, registration site, and move-in/move-out scheduling.
- Oversee assigned aspects of on-site operations, such as registration, signage, and speaker arrivals.
- Coordinate with external vendors (AV, catering, decorators, security, etc.) to ensure smooth operational execution.
- Assist with post-event activities, including internal debriefs, supplier reviews, and follow-up communications.

#### **Exhibitor & Sponsor Coordination:**

- Serve as a primary point of contact for exhibitors and sponsors after contracts are finalized.



- Manage exhibitor registrations and payments with accuracy and timeliness.
- Update and distribute the Exhibitor Manual with relevant event information.
- Support sponsorship activation and deliverables according to agreements.

#### **Speaker & Content Coordination:**

- Collect, format, and organize speaker presentations, ensuring compliance with event guidelines.
- Distribute presentations post-event and maintain an organized archive for future reference.

#### **Attendee Support:**

- Provide customer service to attendees, assisting with registration, check-in, and on-site inquiries.
- Maintain accurate event information across all communication channels.

#### **Onsite Event Support:**

- Assist with event setup, including signage, digital displays, and sponsorship activations.
- Manage distribution of printed materials and promotional items.
- Provide on-site support to attendees, exhibitors, sponsors, and speakers as needed.

#### **Administrative Support**

- Maintain event schedules, timelines, and documentation to ensure all deliverables are met.
- Assist with post-event surveys, data collection, and reporting on event performance.
- Support financial tracking and reporting under the Director's oversight.
- Identify opportunities for process improvements and escalate recommendations.
- Perform other duties as assigned to support the overall success of events.

#### **Skills & Experience Required**

- Strong organizational, multitasking, and project coordination skills.
- Excellent interpersonal, communication, and customer service abilities.
- Ability to manage multiple deadlines in a fast-paced environment.
- Experience coordinating event logistics, vendors, and operational workflows.
- Proficiency with Microsoft Office, Google Workspace, CRM systems, and project management tools.
- Strong attention to detail and commitment to quality execution.
- Ability to problem-solve quickly and remain calm under pressure.
- Minimum 3 years of experience in event coordination, operations, project coordination, or related roles.



- Experience with trade shows, conferences, or association events considered an asset.

### Why Join Us?

- **Fully Remote:** Work from anywhere in Canada while supporting national events and initiatives.
- **Vacation & Benefits:** Start with 3 weeks of vacation, comprehensive benefits, summer hour schedule and Health Care Spending Account (HCSA) top-up.
- **Retirement Ready:** Employer RRSP contributions after 1 year.
- **Impactful Work:** Be part of a tight-knit, purpose-driven team working on big climate and energy issues that affect every Canadian.
- **Dynamic Environment:** Be part of exciting national events and industry-leading conferences that bring together professionals across Canada.

Please note that AI-assisted tools may be used to support the preliminary screening of applications. All applicant assessments and hiring decisions involve human oversight.

HRAI is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If contacted for an employment opportunity, please advise Human Resources if you require accommodation in accordance with HRAI values and all applicable legislation.

We thank all applicants for their interest; only those selected for an interview will be contacted. Hiring is subject to successful completion of a background verification and integrity check.

If interested, please apply here: [Events Specialist](#)