Coordinator, Exhibitor Support (Part-time)

Canadian Institute of Plumbing & Heating

The Canadian Institute of Plumbing & Heating (CIPH) is Canada's national trade association for the plumbing and heating sector, representing manufacturers, wholesaler-distributors, manufacturers' agents, master distributors, buying groups, associate services, and industry stakeholders. Recognized as the authoritative voice for this essential industry, CIPH shapes codes and standards, convenes stakeholders, and advocates for policies that ensure safe, sustainable plumbing and heating systems for all Canadians. Contributing billions of dollars annually to the Canadian economy, our industry employs highly skilled engineers, technical specialists, and business leaders across the country.

CIPH's vision: *Canada is a global leader in the plumbing and heating industry, as an essential part of a healthy, comfortable, and sustainable quality of life for all Canadians.*

The Coordinator, Exhibitor Support role will aid in the planning, coordination and execution of industry-leading trade shows in Canada's plumbing and heating industry.

Working closely with the Trade Show Director and Assistant Trade Show Manager you will help coordinate sales, operations, and marketing activities for trade shows. You will help onboard new and returning exhibitors, including responsibility for the exhibitor booking process, issuing invoices and confirmations to ensure a seamless and customer-driven experience.

To the role you bring:

- a minimum of three years of experience in trade shows, event coordination, or operations, along with the flexibility to work varied hours, particularly during trade show season.
- You bring strong organizational, multitasking, and project coordination skills, with the ability to manage competing priorities and meet multiple deadlines in a fast-paced environment.
- Detail-oriented and committed to accuracy, you take a practical approach to solving problems and keeping projects on track.
- Your excellent interpersonal, written, and verbal communication skills help you build positive relationships and provide responsive customer service.
- You are familiar and comfortable working with CRM systems, Microsoft Office, and project management tools.

Experience within a member-based association, trade association, or industry organization is strongly preferred, as is familiarity with the building industry, construction trades, or a comparable business-to-business sector. Bilingual capacity (English/French) is an asset.

This part-time position has a hybrid work model, combining working from home within person work at CIPH's office in Etobicoke in advance of shows. There is required travel within Canada.

Applications will be accepted until the position is filled. To submit your application in confidence, please email Pat Gramsch: p.gramsch@ciph.com.

AI will not be used in the screening, evaluation, or selection of candidates for this search.

CIPH is committed to building a diverse, inclusive workforce and encourages applications from all qualified individuals. CIPH will provide accommodations throughout the recruitment and selection process to applicants with disabilities. During any stage of the recruitment process, please notify us of the nature of any accommodation(s) you may require.