

Event & Engagement Coordinator

At the Ontario Construction Secretariat (OCS), we embrace creative thinking and encourage our dynamic team of professionals to follow suit. We are a small group of professionals working together to support Ontario's unionized construction industry. Think construction is not your thing, think again! Construction is a growing and vibrant sector of Ontario's economy employing over 550,000 workers.

As the OCS **Event & Engagement Coordinator**, you are comfortable building relationships with others, and you bring strong organizational and communications skills to successfully deliver exclusive networking activities, conferences and special events that will help promote the advancement of Ontario's unionized industrial, commercial and institutional (ICI) sector.

This opportunity would be a great fit for an organized, resourceful, and energetic individual with a passion for bringing people together by creating exceptional spaces and experiences for learning, collaborating, and networking.

What will you do as the Event & Engagement Coordinator?

- Support the planning and executing of annual conferences and special events
- Provide recommendations on event logistics, meeting formats, and space configurations
- Coordinate venue contracts, banquet event orders/food & beverage, and accommodations
- Establish and maintain relationships with event venues and vendors
- Attend industry events, tradeshow, and receptions to maintain effective stakeholder relations
- Develop event itineraries to accurately manage timelines and program delivery
- Prepare post-event summary reports
- Complete ad hoc operations requests

Education Requirements

- Successful completion of an Event Management program from an accredited institution or an acceptable combination of equivalent education and work-related experience

Event Management, Communication, and Interpersonal Skills:

- You are detail oriented, results driven, and work well as part of a team
- You have extensive experience planning and managing an event
- You possess a passion and curiosity for staying current on the latest trends on stakeholder engagement and event planning
- You have a flair for creativity and adaptability
- You can form strong working relationships with stakeholders, vendors, and colleagues
- You are proficient in the Microsoft Office suite of programs

Years of Experience

- 2-4 years' experience in event management and operations
- Construction industry experience and an understanding of unions would be an asset

What OCS Offers

- Opportunity to do challenging work and progressively take on greater responsibilities for career growth
- Competitive compensation package
- Group retirement savings plan
- Comprehensive benefits plan
- Generous paid time off policy
- Hybrid, flexible work environment
- Professional development opportunities

Application Instructions

If you are passionate about coordinating events and stakeholder engagement and want to apply your skills to promoting and advancing Ontario's unionized construction industry, we want to hear from you!

Email us at: operations@iconstruction.com

Please include:

- A meaningful cover letter (tell us a little about yourself and why you are interested in this position)
- An up-to-date skills-based resume that documents your fit with the OCS and this position

Application Deadline: July 15, 2022

OCS is proud to be an equal opportunity employer that is committed to inclusion and diversity. We foster an inclusive culture where individuals feel welcomed, respected, supported, and valued.

We thank all applicants for their interest in OCS, however only candidates under consideration will be contacted.