



Job Description – Conference-Event Coordinator

Effective Date: December 2022 – January 31, 2024

Position: Conference/Event Coordinator

Salary: based on experience and education levels.

Supervisor: Executive Director

Classification: Full time 37.50

Job Description

The Conference Coordinator will be responsible for the development and execution of a National FASD Conference in Canada. This event will host around 500 attendees.

Key Responsibilities:

- Conference logistics including site selection, venue and sponsorship negotiation, event registration and entitlements, room blocking, material shipping, and promotion.
- Create a detailed work plan
- Organize and lead a Program Advisory Committee and a Planning Committee
- Support all aspects of the conference planning while meeting deadlines and working within budget
- Nurture and build relationships with vendors, venues, speakers, committees and staff
- Work with selection of venue and hosting of the conference
 - Ensure compliance with legal, insurance, health and safety obligations
- Work with internal teams to schedule and manage marketing needs such as email schedules, messaging, branding, design, advertising, audience development, and event production.
 - Abstract submission
 - Conference registration
 - Website
 - Social media
 - News media
- Source suppliers and negotiate best value
 - Meals
 - Keynotes
 - Venue
 - APP

- Registration support
- Develop sponsorship package and solicit potential sponsors
- Manage requests for information
- Manage special requests for funding (families)
- Plan and facilitate logistics for the conference including site preparation, catering, entertainment, transportation, décor, marketing materials, and on site execution of the conference
- Organize conference program
- Arrange Keynote speaker contracts
- Manage budget
- Organize an exhibitor hall
- Organize and identify volunteers to assist with session introductions
- Facilitate VIP's
- Develop conference program with communications
- Work to select an online conference app
- Managing a million details.
- Communicating with executive team including weekly updates
 - Attend committee, board and conference calls and take the minutes
- Support risk management development and contingency plans, anticipating attendee needs and preparing against potential risks
- Maintain up to date databases(sponsorship/attendee/speakers)
- Develop evaluations for the event and create final report
- Complete any post event briefing including communications post event report

Qualifications

Education/Experience:

- Experience in planning large conferences
- Post secondary education in the area of business, event management, communications or related program
- Must possess excellent written and verbal communication
- Must have excellent interpersonal and relationship building skills
- Must be proficient in Microsoft word, excel and outlook
- Experience with not for profit organizations
- French proficiency in written and spoken language would be an asset

Knowledge/Skills:

- Knowledge of FASD is an asset
- Managing large data/tracking files of information
- Excellent interpersonal, oral and written communications skills.
- Understanding of CanFASD's strategic priorities, organization and its communications requirements.
- Experience managing large projects
- Strong working knowledge of Microsoft Office
- Strong organizational skills including attention to detail and multi-tasking skills
- Ability to work outside of normal business hours
- Multi task and adapt to a changing priorities
- Strong organizational skills with high attention to detail
- Excellent time management skills
- High degree of professionalism

Reporting Relationship

The reports to the Executive Director.