



Job title	Coordinator, Events
Reports to	Manager, Events
Direct Reports	None
Term	Up to 18 months – Maternity Leave

Job purpose

The Coordinator, Events is responsible for executing Skate Ontario events and providing support to the Manager, Events. As a member of the events team, the Coordinator, Events will assist in ensuring a best-in-class approach to the delivery of Skate Ontario events across the province.

Duties and responsibilities

- As a member of the events team, participate in event planning, event execution, logistics planning and support
- Execute event specific work plans and task lists
- Prepare, pack and transport equipment to events
- Develop and maintain direct and effective working relationships with host club volunteer committees
- Develop and maintain event hosting tools and resources
- Provide support to the Skate Ontario event bid application process
- Other duties as required

Qualifications and experience

Qualifications include:

- University or college degree in Event Management or another relevant program
- Event planning, management and execution experience
- Experience working within a team environment
- Experience working cooperatively with volunteer committees

Skills and fit:

- Excellent verbal and written communication skills
- Excellent relationship building skills
- Excellent organizational skills
- Ability to foster strong relationships with event organizing committees across the province
- Ability to perform in a fast-paced, fluid working environment
- Proficiency in Office 365 applications
- Ability to influence positive change
- Experience driving full size van/pick-up is an asset
- A self-starter who is reliable and can work independently

Working conditions

- Travel to events will be required through the events season to meet the needs of the business.



- Extended hours on evenings and weekends will be required during the events season to meet the needs of the business.
- Must have use of a vehicle and hold a valid driver's licence.
- Hybrid office and home-based work environment
- Work week may be shifted during the event season – January through April

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Salary Range: \$46,000 - \$51,000

Please email resume and cover letter to:

Michelle Hunsley
Manager, Events
mhunsley@skateontario.org

CLOSING DATE: Friday, November 8, 2024

Anticipated start date: January 13, 2025