



**Ontario Association of
Children's Aid Societies**
The voice of child welfare in Ontario

Job Posting

Events Coordinator

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

The OACAS seeks an experienced, collaborative events coordinator with expertise in the full spectrum of events planning. You will support the planning, co-ordinating and execution of a wide range of OACAS events which may include internal staff, member agencies and other external audiences. Events include annual conferences, consultations, symposia, awards dinners, online events (web conferences, webinars and large virtual meetings) and the Annual General Meeting.

As a member of the Communications and Public Engagement Department, you will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

You have:

- Post-secondary education in Event or Hospitality Management, Marketing, Public Relations, Business Administration or related field or equivalent experience or 3 or more years' related experience in events/meeting organization, communications or related field
- Excellent planning and project management skills to plan, co-ordinate and manage events, webinars and videoconferences
- Strong listening and oral and written communications skills to write correspondence, provide and receive information from vendors and other external contacts, delegates, speakers, colleagues in other departments
- Excellent customer service skills and commitment to plan and deliver high quality events
- Superior attention to detail, strong organizational and time management skills
- Excellent critical thinking, problem solving skills and initiative to proactively identify and resolve problems and issues

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Tel. (416) 987-7725 1-800-718-1797 **Fax** (416) 366-8317 **www.oacas.org**

- Ability to multitask, prioritize work, and meet deadlines with minimal supervision in a fast-paced environment
- Strong team player with excellent interpersonal and relationship management skills and tact
- Knowledge of basic budgeting to monitor expenditures, review and process invoices
- Strong computer skills – intermediate to advanced level use of the Microsoft Office suite of programs

Social media skills and Bilingual English/French would be an asset

A copy of the full job description is available online at

<http://oacagroups.org/uploads/Job%20Description%20-%20OACAS%20-%20%20Events%20Coordinator%20-%202016.pdf>

Salary: Grade 4 (\$48,924 to \$61,119)

Classification: Professional; Regular, Full-time

Location: Toronto, ON

To Apply:

APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by end of day Friday, June 17, 2016

We thank all candidates for their interest; however only those considered for an interview will be contacted.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.