

## We are growing and looking for a CONFERENCE COORDINATOR

Location: Remote - ON

The Conference & Events Team provides conference and event management and guidance for national and international conferences both in person, virtually and hybrid, to corporate, association, special interest groups and independent businesses. The Conference Manager is accountable for leading their conference teams and being the face of Venue West to our clients. We are looking for a self-starting, client focused, creative and tech-savvy manager that can hit the ground running; a creative thinker with an appetite for learning, and someone who is not afraid to roll up their sleeves and work end to end on delivering results.

### WHAT WE ARE LOOKING FOR - Must Haves

- » A self-starter who has worked with a 3rd party conference management company / PCO and has experience with not-for-profit associations.
- » 2+ years of experience in coordinating and executing different event types: scientific/academic conferences, webinars, virtual events, trade shows.
- » Tech-savvy including confidence in learning new software. Ideally you have experience with EventsAIR.
- » Demonstrated ability to work with and manage multiple deadlines as well as multitask
- » High-level knowledge of Microsoft Word, Excel, and PowerPoint
- » Highest level of professionalism in communicating with clients and internal teams
- » Strong problem-solving skills
- » Excellent attention to details

### THE DETAILS - Tasks

- » You will work under the supervision of our (Senior) Conference Managers on multiple projects
- » Abstract and Program Management, including the coordination of submission and review processes, assist clients with reports and technical questions, coordinate abstract and program book development, as well as session chair/moderator activities.
- » Speaker management including guidelines, recordings, onsite management and reimbursement
- » Sponsorship and exhibitor fulfillment incl. show services RFPs, booth allocation, manuals and onsite management
- » Social event coordination incl. budgets, supplier management (F&B, Audio visual, transportation, entertainment, décor etc.), event design and onsite coordination.
- » Working with budgets and timelines for conferences, trade shows, or events and



adhering to those dates and figures

- » Ensure quality control procedures before and during the events
- » Assist with registration and delegate communication when necessary
- » Communicate effectively and regularly to ensure internal team alignment

## EDUCATION AND EXPERIENCE - Required

- » Demonstrated experience multitasking and prioritizing is a must
- » Degree or Diploma or combination of education and demonstrated experience
- » 2+ years related experience
- » Strong English grammar skills - both written and oral
- » Microsoft Office Package
- » Ability to work with multiple teams and supervisors

## HOW TO APPLY

Qualified candidates are invited to submit their resume, cover letter and salary expectations by email to [careers@venuewest.com](mailto:careers@venuewest.com). Please include "Conference Coordinator Application" in the subject line. Venue West Conference Services encourages applications from candidates of all backgrounds.

## A BIT ABOUT US

Venue West was founded in 1970 and has been an important part of the Canadian conference and association industry ever since. We are one of only 5 companies in Canada and less than 150 in the world who are certified by the International Association of Professional Congress Organisers to manage an international congress. We work with clients from across Canada and from around the world to manage small to large conferences, associations, and events. Since 2005, Venue West has been a family-owned and operated business.

## ADDITIONAL INFORMATION:

Position Type: Non-Management

Job Status: Permanent Full-Time

Application Deadline: when filled

Benefits package after 3 months

Competitive salary

