

Job Title: Contract Event Planner

Location: Manitoba, Canada

Organization: Manitoba Association for Career Development (MACD)

About Us: Manitoba Association for Career Development is a non-profit organization dedicated to promoting standards of practice for Career Development Professionals (CDPs) in Manitoba through collaboration, education, professional growth, and certification. We do this by advocating for and providing leadership in the promotion of competent, ethical, and current career development practices. The organization is run by a volunteer operational board of directors. We work closely with agencies provincial and federal, and the members to develop awareness of career development and create a positive impact in the greater Manitoba community. For more information: www.macd-mb.org.

Contract Summary: We are seeking a dynamic and creative contract Event Planner to support our team. The Event Planner will be responsible for organizing and executing various events to support our mission. The initial contract will be in place until June 30, 2024; with the possibility of renewal. There are annual events that are pre-scheduled and the dates are non-negotiable. There will be events of various nature throughout the year.

Key Responsibilities:

- Collaborate with the MACD Board of Directors, committees and sub-committees to understand event objectives and requirements.
- Plan and execute the logistics for a variety of events, including (but not limited to) the annual Let's Get to Work conference, Career and Workforce Development month, professional development workshops, and community outreach programs.
- Coordinate event logistics, including venue selection, catering, entertainment, registration, and transportation as determined by the associated committee/sub-committee.
- Develop and manage event budgets, ensuring cost-effectiveness and adherence to financial guidelines.
- Create event timelines and oversee coordination to ensure smooth execution; certain larger events will require the Event Planner to be on site.
- Maintain a record of all actions and files to assist with reporting to our funding agencies.
- Identify and liaise with vendors, sponsors, and partners to secure necessary resources.
- Assist in marketing and promotional efforts to maximize event attendance and engagement.
- Conduct post-event evaluations to assess success and gather feedback for future improvements.
- Stay updated on industry trends and best practices to enhance event planning strategies.

Qualifications:

- A strong background in event planning, hospitality management, marketing, or related field (or equivalent experience).

- Proven experience in planning and executing successful events, preferably in a non-profit or community-focused setting.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities through written, verbal and digital means.
- Ability to work independently and as part of a collaborative team.
- Proficiency in event management software and tools may be an asset.

Additional Information:

- This is a contract position with flexible hours, primarily involving event planning and coordination.
- This position will report to the Executive members of the Board of Directors, or designate.
- Occasional travel within the City of Winnipeg may be required.
- Compensation to be determined.

How to Apply:

Interested candidates are invited to submit a resume, cover letter, and at least 2 references to admin@macd-mb.org Attn: Kate Swallow Yee, Chair. Please include "Contract Event Planner Application - [Your Name]" in the subject line.

Application Deadline: November 15, 2023

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Manitoba Association for Career Development is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Note: this job description was created with the help of ChatGPT.