



Conference Assistant

Temporary Full-time Contract from May 23rd to November 18th, 2022

Are you a detail-oriented individual who loves to help plan and organize events? Then come help provide support in the overall preparation and implementation of the OCASI annual conference. This Annual Conference is one of the OCASI core activities aimed at developing staff skills in agencies that serves immigrants, keeping the membership informed, creating networking opportunities, and providing workers in the sector with tools to deliver effective settlement services to immigrants and refugees.

Key Responsibilities:

- Provide logistic and administrative support
- Assist with the recruitment of and communications with facilitators and resource persons
- Assist with communication, publicity, information, correspondence with guests, participants and facilitators with membership and other community participants
- Assist with conference registration as well as tracking and reporting of expenses

Who we are:

OCASI – Ontario Council of Agencies Serving Immigrants acts as the collective voice for immigrant and refugee-serving organizations in Ontario, and coordinates response to shared needs and concerns. Our mission is to achieve equality, access and full participation for immigrants and refugees in every aspect of Canadian life. OCASI was founded in 1978 and now has 240 member agencies across Ontario.

Required Qualifications:

- Previous professional experience in events planning
- Demonstrated skills and experience in clear verbal and written communication in English
- Ability and experience in working under tight deadlines
- Excellent organizational and planning skills with attention to details
- A team player who can take the initiative and work independently
- Public relation skills
- Strong computer skills in Windows environment, MS Office, internet, desktop publishing and an online conference management system
- Knowledge of immigrant and refugee service organizations

Details:

- Salary is \$22.51 per hour

How to apply:

Send a cover letter and resume with Conference Assistant in the title by **May 6th, 2022** to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black, racialized, a woman, or a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying however, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.