



Conference Planner

6 Month Temporary Full-time Contract

Are you a detail-oriented individual who loves to help plan and organize conferences in the non-profit sector?

Come work with us to plan and implement the 2022 OCASI Leaders' Forum. This is an in-person event to be held in Toronto on October 26-28, 2022.

The 2022 OCASI Leaders' Forum will host current and emerging leaders in OCASI member agencies and immigrant and refugee-serving organizations in Ontario. This will be OCASI's first major in-person event for sector leaders in more than two years.

Key Responsibilities:

- Coordinate and execute all aspects of the Forum in collaboration with the Advisory Committee, key OCASI staff, and event consultant (registration, logistics)
- Select, confirm and manage concurrent session and plenary speakers
- Control and manage the event budget, manage vendors and suppliers, collect fees and payments
- Manage all communications including with OCASI staff, Advisory, speakers, participants, marketplace exhibitors, vendors and suppliers
- Manage event promotion including event website, event notices and social media promotion
- Manage the onsite event, including logistics, venue, IT, A/V and food & beverage
- Prepare all event materials including event program, signage, registration, post-conference reports, post-conference website and archive of recorded presentations and materials

Required Qualifications:

- Event planning experience, preferably in the non-profit sector
- Experience in budget management, writing reports and delivering a project to completion and on time
- Demonstrated verbal and written communication skills in English
- Demonstrated customer service / public relations ability
- Proficiency in MS Office is required; experience in virtual meeting platforms and social media is an asset
- Ability problem-solve, and work independently and collaboratively with a fully remote staff team
- Excellent organizational and planning skills with attention to detail
- Knowledge of immigrant and refugee service organizations is an asset

Details:

- Salary is \$28.15 per hour

How to apply:

Send a cover letter and resume with Conference Planner in the title by **June 17th, 2022** to: Hiring Committee, OCASI at gethired@ocasi.org.

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.

Employment equity

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, only the candidates selected for an interview will be contacted. No telephone inquiries please.