

## **Event Manager – Canadian Housing and Renewal Association**

### **Position Profile**

Reporting to the Executive Director, the Event Manager is responsible for the organization and logistics of CHRA events including its 600+ delegate annual Congress on Housing and Homelessness, along with advocacy events, Board meetings, and other related events.

### **Duties and Responsibilities**

#### **CHRA Annual Congress on Housing and Homelessness**

- Advises on site selection for annual national conference
- Coordinates and is responsible for Congress venue logistics for approx. 500-700 participants, including: catering, AV requirements, meeting space requirements, hotel blocks, transportation, etc.
- Issues RFPs for various local suppliers, negotiates and recommends contracts
- Sources off-site locations for special events
- Coordinates the tradeshow
- Supports registration
- Liaises and engages with sponsors and potential sponsors
- Arranges and coordinates the participation of speakers, sponsors and other VIPs at Congress
- Plans Congress “mobile tours,” with responsibility for site liaison and all related logistics as well as site visits for each tour by collaborating with local organizations
- Coordinates volunteers at Congress
- Creates Congress work plan
- Creates Congress budget, including registration fees

#### **Program Support**

- Provides support for CHRA Board of Directors’ activities, caucuses and committees such as the Congress Local Host Committee and the Awards committee, including arranging in-person Board of Directors meetings.
- Manages the CHRA Awards program, including liaison with nominators and the preparation of summaries prior to nomination meeting for Board members and sourcing the awards
- Assists the Office Manager in processing invoices and payments related to events.
- Working with the Manager, Communications, develops promotional strategies in relation to Congress and other events.

#### **Other event support**

- Supports CHRA’s advocacy program by assisting in event preparation for such events as lobby days, election related events, media events, etc.
- Arranges logistics for meetings and special events including hotel, travel, AV, food, beverage, transportation and room bookings
- Schedules, notifies and tracks RSVPs of meetings and conference calls

### **Qualifications**

- Bachelor's Degree, or Certificate/Diploma in a related field
- Minimum 3-5 years demonstrated experience in coordinating complex events and/or programs.
- Excellent communication skills, including writing and proof reading skills.
- Highly organized and exceptional attention to detail.
- Ability to work as part of a team, while also being able to work independently with little supervision.
- Excellent interpersonal skills with a high level of professionalism.
- Excellent customer service ethic and high expectations for quality.
- Ability to listen and incorporate feedback into planning processes.
- Familiarity with online registration and other data management software is a definite asset.
- Bilingualism is a definite asset.

Interested candidates should submit their c.v including a cover letter to Jeff Morrison, Executive Director, at [jmorrison@chra-achru.ca](mailto:jmorrison@chra-achru.ca) no later than Friday, May 17, 2019.

CHRA is an equal opportunity employer and welcomes applications from all qualified candidates.