



POSITION DESCRIPTION
Events Coordinator (CONTRACT)

Position: Events Coordinator

Position Type: Contract, part-time

Location: Montreal, QC (Head Office)

Requires availability to travel to Gatineau, QC for the annual CAM Conference from October 15 to 19, 2018.

Duration: 3 months

Report to: Member Services and Events Manager

Description:

The Canadian Association of Midwives (CAM) is looking for an experienced events professional to assist with the planning and implementation of the association's annual conference and other events and activities in association with the **Strengthening Midwifery Services in South Sudan (SMS) Project**.

Responsibilities:

- Liaise with venues for meeting room requirements, food and beverage, shipping and handling of conference exhibit materials and order supplies and audiovisual equipment according to budgets.
- Assist with production and distribution of promotional materials and programs.
- Maintain updated conference website and mobile app.
- Assist with the recruitment and management of volunteers.
- Coordinate on-site logistics and liaise with exhibitors.
- Prepare and distribute online evaluation for delegates and exhibitors and prepare final report.
- Create invitations and maintain RSVP lists.
- Assist with travel logistics for speakers, special guests and staff.
- Assist on other related projects as requested.

Knowledge and skill requirements:

- Experience planning and coordinating conferences and events (minimum 2 years' experience in event planning or degree in relevant field).
- Experience coordinating with hotel, or similar, venues.
- Excellent communication skills in both French and English including: writing, proof reading, and speaking. Priority will be given to candidates with excellent French language skills.
- Excellent interpersonal skills both in person and by phone, with high professionalism.

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- Ability to work autonomously, prioritize, and multi-task.
- Excellent organizational skills and strong attention to detail.
- Ability to accomplish projects with tight deadlines.
- Advanced computer skills in Microsoft Office (Word, Excel, Power Point, Outlook).

Working Conditions:

Three-month contract, approximately 21hrs per week starting in mid- August. This position will require additional hours and travel to Gatineau, QC. for the annual CAM Conference from October 15 to 19, 2018. No equipment (computer, telephone, etc.) will be provided. When travel is necessary, expenses will be paid by CAM.

Application Instructions:

Send your CV and a cover letter with your interest in one PDF document and ensure that your name and the title “Events Coordinator” are included in the file name.

- Send your PDF by email with the subject “Events Coordinator” to Jill DeWeese-Frank, Member Services and Events Manager, events@canadianmidwives.org.
- Deadline for applications is August 2, 2018 at 5pm EDT.

Only applicants selected for an interview will be contacted.

About CAM:

The Canadian Association of Midwives (CAM) is the national organization representing midwives and the profession of midwifery in Canada. CAM supports the [National Aboriginal Council of Midwives](#) (NACM) as the voice of Aboriginal midwifery. The mission of CAM is to provide leadership and advocacy for midwifery throughout Canada as an autonomous, self-regulated, publicly funded and vital part of primary maternal and newborn care. CAM promotes the development of the profession in the public interest and contributes the midwifery perspective to the national health policy agenda.