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September 8, 2022

## **CUPE Ontario is seeking a Permanent Full-Time Events Coordinator**

If you are a critical thinker and self starter who works well as part of a team, has experience with event planning for large groups, has experience and interest in the union movement and/or progressive organizations, possesses exceptional communications skills, and works well within an anti-racist and anti-oppression framework, we encourage you to apply for this position.

CUPE Ontario is seeking a Full-Time Events Coordinator to assist with CUPE Ontario's member-based events.

**Internal / External Applicants are invited to apply for the position by September 22, 2022 at 4pm.**

CUPE Ontario's mission is to advance the lives of 280,000 members across the province, both at work and in their communities, by mounting campaigns for political mobilization, facilitating the coordination of collective bargaining, and fighting for social justice, equality, and against all forms of discrimination.

As Ontario's largest union, we have a deep commitment to strengthen and continue to build public services for the citizens of our province, and we see the fight against privatization as integral to all that we do. We work strongly in coalition with community groups and other unions to achieve our goals. As the political wing of Canada's largest union, political action and equity work are central to all aspects of our Action Plan which is developed and passed each year directly by the membership of our union.

We are looking for an individual with the skills, abilities and stamina to coordinate events. CUPE Ontario is committed to building a strong and diverse organization that is reflective of the diversity of our members and society at large. Therefore, applicants from all equity deserving communities are strongly encouraged to apply.

### **Overview of Job Requirements:**

- Manage sourcing and site selection for multiple events over the course of the year and into future years working in collaboration with others.
- Responsible for reviewing, analyzing, recommending for approval, and ultimately signing contracts with venues and vendors.
- Responsible for all aspects of conferences and events planning, including banquet event orders planning, audio visual, accessibility accommodations and print materials for small to large meetings and events.
- Work collaboratively with elected leadership and staff assigned to each event, and with the Secretary-Treasurer of CUPE Ontario.

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**Fred Hahn**  
President

**BUILDING A BETTER ONTARIO**

**Yolanda McClean**  
Secretary-Treasurer

- Arrange preconference and event meetings in order to determine all needs and finalize details related to the event.
- Respond to member inquiries, maintain good member relations and solve problems.
- Responsible for preparing event documents and all packing for shipment.
- Establish budgets, do reconciliation, and do final billing for all conferences and events.
- Receive, process and distribute incoming and outgoing mail, inventory, and courier deliveries as required.
- Receive incoming calls, place outgoing calls, respond to general inquiries and provide general information to staff and local unions as required.
- Review correspondence and refer to appropriate person or initiate reply as required.
- Ensure that membership updated forms and registration lists are entered and updated daily into the database system.
- Maintain accurate and orderly filing systems including updated membership information.
- Prepare reports from member database as needed.
- Attend meetings and take minutes or notes as required.
- Compose correspondence as required.
- Coordinate travel and accommodation arrangements; schedule meetings and appointments as required.
- Operate fax, postal machine, copiers and word processing equipment.
- Other related duties as assigned.

#### Skills and Abilities:

- Excellent communications skills, both oral and written, combined with excellent teamworking capacity.
- Experience with the coordination of multiple conferences and events at various stages of completion.
- Strength in prioritizing and goal setting, and to effectively establish priorities and meet deadlines, with the ability to handle multiple tasks simultaneously in a busy, fast-paced environment.
- Experience working with event planning software would be an asset.
- Fluency in French, both oral and written, would be a strong asset.

#### Minimum Requirements:

- We require post-secondary education in a relevant field or an equivalent combination of education and directly related experience.
- Minimum of 5 years of experience in meetings or conferences planning with a strong knowledge of program event management.
- Certification and/or experience relating to special events, meetings or conferences management.
- Experience working with a variety of computer software applications including MS Word and Excel. Advanced word, Excel and database processing skills are essential.

- Initiative, demonstrated organizational abilities, a high degree of accuracy, and the ability to work with a minimum of supervision.
- The successful candidate must be prepared and available to work irregular hours including evenings and weekends when required.

**Weekly Salary:** \$1, 730.88 per week. Benefits, pension and conditions of employment are set out in the Collective Agreement between CUPE Ontario and COPE Local 343.

**Hours of Work:** The successful candidate must be available to work flexible hours including evenings and occasional weekends.

**Term:** This is a permanent full-time position with a start date of October 2022.

**Applications:** Persons interested should send their resume and cover letter in Word or PDF. Applications will be accepted via e-mail, with “Events Coordinator” in the subject line, to the attention of Meaghan Dixon, Operations Coordinator, at [jobs@cupe.on.ca](mailto:jobs@cupe.on.ca), no later than September 22, 2022 at 4pm.

We thank all interested applicants; only short-listed candidates will be contacted and invited to provide a portfolio of their past work.

CUPE Ontario welcomes the contributions that individuals from equity deserving communities bring, and invites Indigenous people; black and racialized people; women; gay, lesbian, bisexual, and/or queer identified people; transgender and transsexual persons; single parents; newcomers and/or refugees; people with disabilities; and people of all ages to apply.

We strongly encourage all applicants to describe in their cover letter the contributions and experiences they would bring to CUPE Ontario as individuals who identify as belonging to an equity deserving community.

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