

## Who are we?

We are Canada's national association of international cooperation and humanitarian organizations. Cooperation Canada brings together and advocates for Canada's international development and humanitarian organizations and works with partners in Canada and around the globe towards a world that's fair, safe and sustainable for all. Learn [more](#).

## Who is the Events Coordinator?

This role is responsible for ensuring the success of all events hosted by Cooperation Canada. Under the supervision of the Manager, Events and Community Development, the Events Coordinator is responsible for events planning at Cooperation Canada and is expected to support events from conception to delivery using effective project management skills, in collaboration with the Administrator of Events and IT. In this role, you will involve the full Cooperation Canada team and key external partners in planning and delivering on all our events, including International Development Week (February), AGM (September), as well as frequent webinars, trainings, dialogues and working group meetings.

## What will we be looking for in our candidates?

The ideal candidate for the Events Coordinator position is a detail-oriented and proactive professional with experience in coordinating both virtual and in-person events. They are bilingual in French and English, with strong communication skills that enable them to manage vendor relationships, collaborate with internal teams, and ensure that events run smoothly from start to finish. With excellent organizational and time management abilities, they are adept at supporting logistics, schedules, and budgets while maintaining a focus on Cooperation Canada's core values of equity, diversity, inclusion, and social justice. The candidate is also passionate about contributing to positive societal impact, bringing a strong commitment to supporting international cooperation and working within membership-based organizations.

## Ideally, our candidates will have:

- Fully bilingual in English and French (written and spoken).
- 2-3 years of relevant experience and 2-3 years of post-secondary education, or an equivalent combination of both.
- Proven experience in coordinating virtual and in-person events.
- Strong communication skills with the ability to create professional materials for public audiences.
- Excellent interpersonal skills, with a commitment to anti-racism, equity, diversity, inclusion, and justice in a team environment.
- Superior organizational and time management skills, with proficiency in various technologies and the ability to work independently and professionally.

The table below may be a little intimidating, but it outlines in more detail the tasks you can expect to carry out and the competencies associated with them!

Key Responsibilities	Competencies
<p><b>Event Preparation and Logistics – 80%</b></p> <ul style="list-style-type: none"> <li>• Collaborates with content leads to ensure events align with objectives, including trainings, webinars, and meetings.</li> <li>• Coordinates event logistics, including program development, venue/catering arrangements, and travel.</li> <li>• Supports IT systems for event management, membership, and working groups.</li> <li>• Manages volunteers and staff, communicates with sponsors, and incorporates AI to enhance event processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Planning and Management</li> <li>• Relationship and Partnership Development</li> <li>• Planning, Organization, and Time Management</li> <li>• Technology Integration and Process Improvement</li> </ul>
<p><b>Communications and Marketing for Events – 15%</b></p> <ul style="list-style-type: none"> <li>• Collaborates with the Communications Team to create and execute event promotion strategies.</li> <li>• Supports promotional activities to ensure consistent messaging and branding across platforms.</li> <li>• Works with the Communications Team to align event communications with broader organizational outreach.</li> <li>• Utilizes organizational templates and systems for creating event-related visuals and materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Promotion and Communication Strategy</li> <li>• Branding and Messaging Consistency</li> <li>• Collaboration and Integration with Organizational Outreach</li> <li>• Visual Design and Material Production</li> </ul>
<p><b>Other Organizational Tasks - 5%</b></p> <ul style="list-style-type: none"> <li>• Supports data monitoring and reporting for events, organizing information on registrations, attendees, speakers, and partners to inform decisions.</li> <li>• Applies internal procedures to event implementation and adapts methods as needed.</li> <li>• Advances Cooperation Canada’s AEDIJ commitments through event planning and partnerships.</li> <li>• Promotes a culture of gender equality, anti-racism, and social justice, fostering inclusion, trust, and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Data Monitoring and Reporting</li> <li>• Event Implementation and Process Adaptation</li> <li>• Commitment to AEDIJ and Inclusive Practices</li> <li>• Cultural Competency and Advocacy for Social Justice</li> </ul>

If you want a more detailed breakdown of your responsibilities, you can find more information [here](#).

Applications are accepted at [THIS LINK](#) on an ongoing basis with the final submission deadline of February 23<sup>rd</sup>, at 11:59 pm.

#### Interested? What you need to know about how we recruit:

While timelines can shift, our goal is to have the position filled by **the end of March 2025**, if not earlier. We will keep you updated on our timelines throughout the recruitment process.

Your application will need to demonstrate the competencies for this role to move on in recruitment.

1. Apply!
  - a. Provide your application through BambooHR. This is the platform we use to manage people and culture from recruitment to onboarding and employee experiences.
  - b. We want this process to be as accessible as possible. On BambooHR, you will find a request for a short submission to show us your skills! This could be a video clip, an example from your portfolio, an illustration and/or your CV - anything you feel will help us understand how you would be a great fit for this role and our team. You will have the option to upload multiple documents or inputs for your application. Please feel free to share an example from your work or portfolio of work. This can be a link to a project, website, article, etc.
  - c. You will also be asked some pre-screening questions, including your motivation to work for us, and confirmation of your eligibility to work in Canada.
2. Pre-screening call:
  - a. We start with a 10-15-minute conversation with selected candidates - essentially a chance for us to ask any questions we are unsure about from your application and for you to ask us any questions you have! We believe strongly that recruitment is a reciprocal process, and it is important that you have a chance to raise any questions you may have before continuing in the process.
3. Role-related exercise:
  - a. We know that one of the best ways for you to show us your skills is through an opportunity to demonstrate them. Up to six candidates will be asked to participate in a role-related exercise. This exercise will take no more than 2 hours to complete, and you will have 24 hours to complete the exercise. You can expect it to include two or three small tasks similar to what you would be expected to do in your role. You may be asked to provide links or documentation of previous work you have completed.
4. Interview:
  - a. After we review the role-related exercise through an identity-hidden review, we will invite 3 to 4 candidates to an interview, no earlier than the week of February 20th. Here is what you can expect:
    - i. A 60-75 minute in-person interview with questions sent in advance;
    - ii. A portion of the interview is dedicated to your question for us; it is as important that we are a good fit for you as you are for us!
5. References:
  - a. Following the interviews, we will request and check your references.
6. Selection:

- a. If you are successful, you can expect a call from us to share our offer to join our team and confirm your start date, followed by a contract sent via email.

**You will be compensated for your time in the written exercises (2 hours) and interview (1 hour) (up to 3 hours).**

*Cooperation Canada is committed to an inclusive, diverse, and safe workplace and to advancing anti-racism in all that we do. This includes removing barriers to employment that are faced by equity-seeking groups, including through self-identification, anonymous review processes and by ensuring diverse hiring panels. Applications are encouraged from all candidates, particularly those who identify as Black, Indigenous, and other racialized communities, persons with disabilities (visible or not), people of diverse gender identities and expressions, and other marginalized groups in our sector who share Cooperation Canada's mission. We kindly encourage (but do not require) members of these groups to self-identify in their cover letters. We are happy to provide accommodations at any stage throughout the hiring process.*