



Conference & Events Manager

Role:

Oversee local and national events organized by the Global Leadership Network Canada:

- ONE Conference – Conference for Church Leaders and Pastors
- Church Leadership Training events – smaller leadership training events being held both in-person and online.
- Adhoc support (as needed) with the Global Leadership Summit

Responsibilities:

- All aspects of conference management including (but not limited to)
 - Research & Planning
 - Guest Experience
 - Facility & Production coordination
 - Speaker Experience
 - Food & Catering
- Finances
 - Manage budgets and contracts
- Production Schedule
 - Own event planning & production schedule
- Administration
 - Keeps accurate records
 - Organizes meetings, keeps accurate notes and action items.
 - Follows-up on outstanding items
- Chief Problem Solver
- Works collaboratively with technology partners, productions partners, and marketing partners.

Experience:

- 2-5 years Event Management experience in a multi staff environment
- At least 1 year experience – with Senior Leadership Responsibility

Qualifications:

- Bachelor's Degree (preferred)
- Proficient in Project Management Software
- Proficient in MS Office products
- Familiar with CRM platforms – Salesforce an asset
- One Year Contract – .80 FTE
- Salary based on experience