



## Event Manager

### Role Overview

Do you love helping people create memorable experiences? This role combines both organizational and creative skills to help teams across Canada lead the Global Leadership Summit Conference in their cities. Working with 20-30 teams, you will help them set up and lead excellent and impactful events of 100-500 people.

**Location:** Ottawa, Canada

**Position Classification:** Part-time, Maternity Leave Contract

Minimum Contract: November 2023 – January 31, 2025

- Hybrid Position. Minimum of 2 days in the office. A computer, monitor, and headset are provided for your home office.
- 10-25 hours per week. (Depending on the season 2-3 days a week with consistent hours, checking emails on off days)

### Role Rhythm

- January – June: 10-15 hours a week
- July – October: 10-25 hours per week (25 hours per week for two weeks around all conferences)
- November – December: 10-15 hours per week

### Role Responsibilities

#### Event Manager

Preparation for Host Site Support

- Create Tool Kit for Event Managers and roles for Event Managers and roles under a host site Event Manager.
- Develop Summit Experience framework for local sites.
- Pre-order and purchase supplies/materials for Host Site Experience.
- Oversee shipping of supplies for Host sites.
- Possible travel to Chicago for team training in March.

Local Site - Event Manager Support

- Build positive working relationships with Host Site Event Managers.
- Build communication structure to support sites.

#### Administrative Support

- Support Executive Directors with day-to-day operations.



- Secondary support for Customers through phone, shared outlook account, or Freshdesk (website chat software) as necessary.

## **Skills & Attributes**

### Personal Skills

- A detail-oriented, organized, critical thinker.
- Team player. Able to see the needs of the team and lean in to help.
- Loves people and desires to help them grow and succeed.
- A leader at the core. You see the opportunity and want to move into it.
- Solutions oriented.

### Technical Skills

- Proven organizational skills.
- MS Office: Excel, Word, PowerPoint. (Essential)
- Basic understanding of WordPress. (Helpful)
- Basic understanding of Canva & Adobe. (Helpful)
- Understanding of Salesforce or a comparable CRM. (Helpful)

## **Compensation**

- Hourly Contract based on qualifications and experience
- Competitive with not-for-profit remuneration in the Ottawa region

Do you think this sounds like you? Let's chat!

Apply at [jointheteam@globalleadershipnetwork.ca](mailto:jointheteam@globalleadershipnetwork.ca)