



<https://intscanada.com/job/event-planner-coordinator/>

## Event Planner Coordinator

### Hiring organization

INTS Consulting

### Description

Staffinity is currently seeking an Event Planner Coordinator for a client in Woodbridge. This is a permanent position with base salary, bonus, 3 weeks vacation and excellent benefits. The base salary range is 50-60k + bonus.

### Date posted

2023-06-19

### Responsibilities:

- Manage Event Project Execution Plans.
- Operate within an allocated budget.
- Inspect public areas and venues prior to events.
- Provide on-site support for events, as required.
- Develop fundraising and logistic plans for all corporate event.
- Execute strategic fundraising tactics and event goals to grow revenue.
- Cultivate and steward relationships with key partners, associated, vendors, suppliers, sponsors, and participants.
- Form contacts with local media outlets, both online and in person.
- Take reservations for booths and speaking engagements.
- Create, compile and export databases containing all information for each event.
- Adhere to guidelines, proactively identifying opportunities to improve processes.
- Ensure timely pre and post event follow-up for all key responsibilities outlined.

### Qualifications:

- University Degree or College Diploma in Event Management.
- 3+ years of progressive experience in executing complex corporate events.
- Experience developing and executing fundraising and sponsorship strategies.
- Advanced project management experience.
- Available to work flexible hours, including evening and weekends as required.
- Ability to use Microsoft Software including but limited to; Outlook, Word, Excel, etc.
- Strong Communication and Organizational Skills.
- Excellent Customer Service Skills.
- Ability to Negotiate with Vendors.
- Ability to Manage and Work within a Budget.
- Knowledge of Event Performance Monitoring Methods.
- Must own a vehicle and have full access at all times.
- Flexible evening and weekend availability, as required.

Job Types: Full-time, Permanent

Salary: \$50,000.00-\$60,000.00 per year

Benefits:

