



## Event Coordinator

**Two Positions: Full Time, Location: Ottawa Capital Region**

### **About Us:**

The Canadian Association of Chiefs of Police (CACAP) is the recognized voice of police leaders in Canada, both nationally and internationally. We support today's police professionals and help develop the police leaders of tomorrow. We are a national, non-profit association representing over 1,300 police leaders from across the country. Our initiatives are focused on strategic issues and priorities of relevance to police at all levels, including municipal, regional, provincial, federal and First Nations police services. We work with partners, stakeholders, and government agencies to advance legislation, regulations and policies that support crime prevention, law enforcement, and public safety.

The national office consists of a small but mighty team of less than 10 people committed to working together to support and serve our members. Joining the CACAP means becoming part of one of the proudest long-standing national professional associations in Canada. This position is an opportunity to join a cohesive team that embraces new ideas with a collaborative spirit to help create opportunities for police leaders to meet, share knowledge, grow and advance the profession. Working at CACAP offers the close-knit, supportive environment of a small operation, with the impactful and exciting work (and pace!) of a much larger organization.

### **The Role:**

The Event Coordinator provides a range of event planning and delivery activities on behalf of the CACAP to support conferences, events and special projects. As part of a team, you will support the delivery of approximately 7-10 conferences per year, along with 40 committee meetings and a number of training programs to a high profile community of police leaders. This position presents an exciting opportunity for someone who enjoys working in a fast-paced environment with exposure to current and emerging issues facing our police leaders.

### ***Your duties and responsibilities:***

Prepare detailed plans for committee meetings and supports the Event Manager in planning and organizing larger events including timelines, locations and logistics.

Work with the Event Manager and project committees to identify sponsors and vendors and coordinates their involvement. Also responsible for conducting initial research to secure venues for committee meetings.

Coordinate and provide support for various events and special projects including catering, contractors, equipment, event registration logistics, hospitality, travel and accommodation arrangements.

Create, organize, distribute materials, brochures and various event related communication/information materials. Liaise with print services, app developers/services, translation services to produce quality and bilingual event materials and sessions.

Coordinate and support all aspects of the Order of Merit awards including the nomination, initial screening, review process, material collection, information sharing, and verification process.

Support and guide event set up and responds to queries and troubleshoots on the day of the event to ensure event and programs run smoothly.

Liaise with presenters to coordinate logistical needs both prior to and on the day of the event. This includes gathering biographical information, organizing audio visual equipment and travel requirements, etc.

**What you bring to the role:**

- A certificate in Event Management or an equivalent combination of education/experience;
- Minimum 2 years related experience in event coordination and administration;
- Good project management and problem solving skills;
- Strong organizational and event coordination and planning skills;
- Strong attention to detail;
- Excellent verbal and written communication skills in English;
- Positive, friendly and professional attitude;
- Advanced proficiency in various software such as Microsoft Office suite of products; experience with event management software an asset;
- Strong customer service orientation;
- Ability to handle multiple projects and tasks simultaneously and deal with unexpected situations in a highly professional and efficient manner;
- Ability to work in a fast paced environment;
- Ability to work effectively under time constraints and meet deadlines;
- Ability to communicate proactively and clearly in person, over the phone, and in writing;
- Willingness to work in a team environment, assisting team members and contributing to the overall objectives of the team;
- Ability to travel to attend conferences and events; and
- French language skills would be an asset.

**To Apply:**

If you wish to be considered for this position, please forward a cover letter along with your resume to: CACP National Office, c/o Christine Roy, Human Resources Consultant at [christine@hrsolutionsottawa.com](mailto:christine@hrsolutionsottawa.com). Your application and personal information will be kept in the strictest confidence.

CACP endeavours to create a work environment where we capitalize on the diversity of ideas, experiences, skills and talents of our employees, thereby making us better able to serve our many diverse communities. We will provide equal opportunities for all employees and applicants for employment for meeting bona fide occupational qualifications, regardless of race, colour ancestry, creed, place of origin, ethnic origin, citizenship, sex (including pregnancy, gender identity), sex (including pregnancy, gender identity), sexual orientation, age, marital status, family status, disability, receipt of Public Assistance, or any other legally-recognized protected basis prohibited by applicable law.

CACP thanks all applicants in advance. Only those candidates selected for an interview will be contacted. CACP is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.