

Job Title:	Conference Assistant
Reports to:	Conference Coordinator
Employee status:	Full-Time / Contract
Description updated:	January 2024

POSITION DESCRIPTION

Position Summary: The Conference Assistant supports planning and execution efforts for the *21st Bi-Annual National Scleroderma Conference – Charting the Course*. The successful candidate must be able to anticipate project needs, excel in multitasking, discern work priorities and meet deadlines with little supervision and the ability to work the occasional evenings and weekends, if so required. The Conference Assistant should have basic knowledge of the organization and scleroderma. The employee will be responsible for supporting the initial planning, conference marketing, creating collateral, and liaison with clients to coordination of people and activities ahead of the event. Working alongside the Conference Coordinator, they communicate with suppliers and presenters, and ensure that event sponsors and delegates have a satisfactory conference that meets their objectives.

We have applied for funding under the Canada Summer Jobs Program 2024. In anticipation of funding approval, we are inviting interested candidates to apply for the following opportunity:

Conference Assistant

LOCATION: 41 King William St. Suite 203, Hamilton, ON (located above The Mule).

Pending approval, this opportunity is funded by the Canada Summer Jobs program and is subject to the following criteria:

To be eligible, applicants must:

Be between 15 and 30 years old

Be a Canadian citizen, permanent resident, or a refugee

Be legally entitled to work in Canada in accordance with relevant provincial/federal legislation.

Not be receiving Employment Insurance benefits while working.

This position will be for (8) eight weeks, 35-Hours a week

RATE OF PAY: \$17.00/hour

Essential Duties and Responsibilities

- Support marketing efforts to encourage sponsor, vendor and registration participation at conference
- Track delegate and vendor registrations
- Support the creation design materials such as; postcards, posters, signage, agendas, etc
- Manage conference speakers and marketplace vendors' bio/information forms
- Support administrative tasks relating to the conference speakers, marketplace vendors and delegates
- Conference website management and maintenance
- Solicit prizes/gifting for attendees/guest speakers
- Prepare PowerPoint slide show requirements
- Coordinate all conference survey requirements
- Support written communication pieces to be shared with conference stakeholders

- Post event evaluations and creation of conference summary
- Other support as required

Skills and Experience

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Excellent writing and editing skills - proofreading and attention to details
- Event planning and/or coordination skills
- Comfortable using Canva for graphic design
- Strong verbal communication skills
- Exceptional organizational abilities, time management skills with an ability to meet deadlines, multitask and prioritize assigned duties
- Knowledgeable in WIX website management – content, updates, linkage etc.
- Social Media experience

WHAT DO WE OFFER?

- A high-performing, collaborative team environment with proven leadership and a highly skilled team with a commitment to excellent work culture.
- A fun and inclusive workplace in a central location of Downtown Hamilton.
- Bonus: On nice days, we can work up on the rooftop!
- Flexible work agreement policy in place allows employees to work remote and/or hybrid schedule.
- We are surprisingly cooler than you would expect us to be (we're fun and hip!)
- Learn alongside nonprofit champions and gain a new perspective in your everyday life.
- A fun and immersive learning experience while guiding and building valuable soft and hard skills.
- A meaningful role, making a difference every day for people living with or at risk of scleroderma.
- An entrepreneurial environment, working for a national organization where you feel valued, recognized, and rewarded.

All interested applicants should e-mail their resume and cover letter to karol@scleroderma.ca

At Scleroderma Society of Ontario, we are an equal opportunity employer that does not discriminate on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, age, or other legally protected status. We are dedicated to a high-performance, diverse, and inclusive workplace. We strongly believe that having a diverse organization with various skills and abilities will inspire creativity, drive innovation, and promote belonging. We are committed to building a team representative of different backgrounds and perspectives, and we encourage applications from all qualified candidates who represent the full diversity of communities across Canada.

LOCATION & HOURS

41 King William St. Suite 203, Hamilton, ON (located above The Mule)

Typical Hours - Monday to Friday – 9:00am – 5:00pm (some flexibility required – evenings & weekends)

All interested applicants should e-mail their resume and cover letter to karol@scleroderma.ca