

Job Posting – Summit Coordinator

| | |
|-----------------------|--|
| Position Title | Summit Coordinator – Bilingual |
| Organization | Egale Canada Human Rights Trust (Egale) |
| Term | Contract: Short Term, Part-Time (3 months) |
| Location | Remote or Egale’s Toronto office |

The Project: Canadian Trans Summit 2019

The Canadian Trans Summit will serve to bring together trans, gender diverse, non-binary, and Two Spirit community members from across the country for a two-day summit on national trans issues.

We are committed to being as bilingual as practicably possible and this includes all of our pre-conference, summit, and post-conference documentation and communication, literature, notices, and social media. To this end, we are seeking a qualified individual to serve as the Summit Coordinator.

Job Summary

The Summit Coordinator will be responsible for all logistics and coordination of the summit including, but not limited to, booking all travel, accommodations, food services, and providing event support at the Summit.

Roles and Responsibilities

- Work closely with the Summit Lead to plan and manage the execution of the Summit
- Liaise with clients to identify their needs and ensure customer satisfaction
- Arranging event while following all diversity, inclusivity, and safety standards
- Manage all Summit travel requirements including negotiating the best deal with travel partners whilst accommodating the needs of participants.
- Manage all accommodation arrangements
- Assist in the organization of facilities and all event details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc
- Communicate any problems that may arise in a timely manner
- Propose ideas to improve provided services and event quality
- Maintaining communication with any outside vendors contracted for the event
- Welcome all guests and address all needs as they arise

- Arranging meeting space, lodging for guests, food and drink, meeting needs
- Breaking down and cleaning the event space once the event has drawn to a close
- Other duties as assigned

Requirements/Qualifications

- A degree in a relevant field (Event Planner) or equivalent relevant experience.
- Excellent written skills including experience writing marketing or public relations text
- Strong interpersonal skills including experience building and maintaining relationships with a diverse network of individuals and organizations
- Strong ability to work with diverse gender identities, gender expressions, and sexual orientations particularly as it relates to accommodations and facilities.
- Bilingual (English/French) preferred.
- Strong organizational skills including attention to detail and ability to multi-task
- Time management skills and ability to prioritize a large volume of tasks
- Self-motivation, enthusiasm, and willingness to learn
- Outstanding customer services skills
- A proven track record of successful events.
- Strong interpersonal and communications skills
- Understanding of intersectionality and a commitment to working within an anti-oppression, anti-racism, framework
- Ability to determine priorities and work with the minimum of supervision.
- Must work well independently and as part of a dynamic team.
- Ability to react quickly to emerging requirements
- Familiarity with Google G-Suite an advantage
- Lived experience as a trans, non-binary, two-spirit, or LGBTQI2S community member and/or strong familiarity with the trans community broadly.

We'd Like You To Know...

Applications will be considered as they are received until the position is filled. While we thank all candidates for their application, only those selected for an interview will be contacted.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require an accommodation (including alternate format materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Statement on Employment Equity and Diversity

Egale is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified

applicants to consider work and volunteer opportunities with us as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Join Our Team and Be Part of Our Mission!

To apply, please submit a cover letter and resume to transsubmit@egale.ca