

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Full-Time opportunity as a **Conference Services and Events Coordinator (Competition #90.18)** exists in the Strategic Communications Department reporting to the Director, Communications and Marketing.

## **Summary of Duties, but not limited to:**

### **Conference Centre Management**

- Manage and maintain an event space booking calendar/schedule
- Support the negotiation of contract agreements with external vendors and suppliers (e.g. AV, catering, rentals)
- Manage external service providers such as catering, rental and other related suppliers
- Liaise with external client event coordinators, as well as internal clients from hospital, foundation and research Institute
- Liaise between clients and service suppliers to ensure communications are clear and events are well planned and executed
- Work with WCH facilities management team to ensure all hospital requirements are met for cleaning, security, hospital space usage
- Manage maintenance, supplies and equipment for event/conference services
- Ensure compliance with health and safety, licensing laws and other legal regulations

### **Event Planning**

- Coordinate logistical elements of all events including venue and vendor management, AV, decor, catering, security, transportation, travel logistics, evening events, signage, shipping and temp staffing
- Meet with internal and external clients, understand their requirements and present the services available
- Create event plans, project scope, and schedules to ensure all event logistics are properly budgeted, estimated, and scheduled
- Plan requirements and agendas for all event requests
- Provide site inspections and complete information for all bookings
- Provide recommendations for external suppliers, including catering, entertainment, décor, etc
- Work with internal groups/department to plan or assist with their events
- Manage budgets for events as required
- Coordinate venue management, caterers, suppliers, contractors and rentals
- Provide recommendations for keynote speakers and entertainment where required
- Assist with sourcing and securing speakers or special guests
- Plan room layouts and scheduling of workshops and breakouts
- Coordinate staff requirements and staff briefings
- Be available for onsite events as required
- Coordinate suppliers, handle client queries and troubleshooting on the day of the event to ensure that all runs smoothly
- Oversee the dismantling and removal of the event and clearing the venue efficiently
- Assist with event surveys and post event evaluations

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## Marketing & Communications

- Support the development of a marketing and promotion plan for the new WCH conference centre
- Provide recommendations and promote events through social media (Facebook, Twitter, Instagram etc.) as appropriate
- Develop media materials to support events (press releases, fact sheets etc.) as appropriate
- Liaise with members of the media to secure event coverage as appropriate

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

## Qualifications/Skills:

- Undergraduate degree in event management, public relations or communications
- Diverse and direct event management experience
- Expertise in media relations and promotions
- Experience in public sector or health care is an asset
- Excellent verbal, written, listening and interpersonal skills
- Detail-oriented with strong planning and project-management skills
- Strong financial acumen and budget management skills
- Ability to manage multiple, often competing priorities and work under tight deadlines with a positive attitude
- Ability to work in a complex environment that has a wide range of objectives, issues, stakeholders and operational factors
- Comfortable working with partners across various levels of seniority and background, including health professionals, researchers and administrators
- A responsible self-starter who is diplomatic, outgoing, has a strong work ethic and the ability to provide outstanding customer service
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**POSTING DATE: April 16, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 90.18)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*