

# 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 & Events Coordinator (Competition #216.18)** exists in the Operations Department reporting to the Manager Facilities and Operations.

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

- Conference Centre management – manage and maintain an event space booking calendar
- Generate revenue for the hospital through selling event rental spaces
- Manages internal/external negotiation of contract agreements
- Assist internal/external clients with event coordination
- Work closely with WCH Operations team to ensure all requirements are met for space usage, security and cleaning
- Maintain the Conference Centre manual and update policies/procedures as needed
- Oversee the Conference Centre budget
- Oversee the invoice and payment process for external clients and responsible for internal change backs and transfer of funds
- Support the development of a marketing and promotion plan for the Conference Centre
- Coordinate logistical elements including venue and vendor management, audio visual, décor, catering, security, cleaning, setups/teardowns and signage for all events
- Provide complete information for all bookings and facilitate site tours
- Plan room layouts and scheduling of workshops and breakouts in consultation with the client
- Be available for onsite events as necessary including those on evenings and weekends
- Oversee the dismantling and removal of the event and cleaning the venue efficiently after each event
- Create and distribute post event surveys and evaluations
- Ensure compliance with health and safety, infection control, fire and life safety and other legal regulations

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 or a College Diploma in Event Management, Communications or Public Relations
- Divers and direct event management experience
- Expertise in media relations and promotions
- Excellent verbal, written, listening and interpersonal skills
- Detail oriented with strong planning and project management skills
- Strong budget management skills
- Ability to manage multiple competing priorities and work under tight deadlines
- Demonstrates a positive attitude and willingness to learn

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- A responsible self-starter who has a strong work ethic
- A friendly outgoing individual who demonstrates excellent customer service skills
- Good work and attendance record required
- Experience working in the public sector or a healthcare environment is an asset
- 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: August 9, 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, 1.15)

**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 Indigenous 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.*