

Special Events Coordinator (Summer Student)

About CTPA

The Canadian Tamil Professionals Association (CTPA) is a non-profit, non-partisan organization focused on developing career opportunities for emerging and established professionals through professional networking, professional development and mentorship. As a non-profit organization, we work hard to support the pursuit of entrepreneurship, professional excellence, and economic empowerment within the Canadian Tamil community and thereby Canada as a whole.

About the Position

The duration of work will be eight weeks with 35 hours per week.

The Event Planner will support Executive Directors with the planning and execution of events. The candidate is expected to have excellent research skills to understand target audiences, provide input into the decision-making process for an appropriate venue, and ensure logistics are intact to create a professional ambiance for the event. They will report to the Director of Fundraising.

Roles and Responsibilities

- Act as a liaison between the planning team, venue, speakers and event participants
- Arrange facilities and assist with finalizing details such as decor, location, participation list, speakers, equipment and materials required for the event
- Coordinate set-up of the event and act as an intermediary between volunteers and participants
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Responsible for creating a professional ambiance for the event
- Conducts pre- and post-event evaluations and report on outcomes
- Researches and creates strategies for fundraising initiatives

Skills and Qualifications

- Experience as an event planner or organizer or is interested in becoming an event planner
- Excellent time management and communication skills
- Ability to supervise a team, to establish priorities and manage competing deadlines for self and others
- Willingness to work cooperatively and patiently with others
- Reliable and responsible
- Third or fourth-year undergraduate student
- Prior experience with managing/organizing events (weddings, meetings, parties, corporate events) would be considered an asset