



**TRIEC**  
Toronto Region Immigrant  
Employment Council

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## **Request for Applications**

### **TRIEC events coordinator**

The Toronto Region Immigrant Employment Council (TRIEC) is seeking an experienced, action-oriented event coordinator to deliver The Mentoring Partnership's Annual Partners Conference and Recognition Event. It's a great opportunity to showcase your efficiency, organization, initiative and relationship building skills to produce a high quality event that bring some of TRIEC's most valued stakeholders together.

#### **About TRIEC**

The Toronto Region Immigrant Employment Council (TRIEC) brings leaders together who are committed to helping immigrants and employers succeed.

TRIEC believes that when immigrants prosper, we all do. We help employers make the most of the Greater Toronto Area's culturally diverse workforce. We help immigrants connect to employment that fully leverages their skills and talents. TRIEC does this by partnering with organizations from across all sectors in the GTA, because we believe that a collaborative approach achieves the greatest impact.

#### **About The Mentoring Partnership**

The Mentoring Partnership brings together recent skilled immigrants and established professionals in occupation-specific mentoring relationships. This partnership provides mentors with valuable professional development skills, while providing mentees with the local insights and access to professional networks that only a one-to-one professional connection with a mentor can offer. Currently, the program brings together 15 service delivery partners and over 25 employer partners.

#### **Summary**

Reporting to the Communications Manager, and working closely with the communications team and The Mentoring Partnership team as well as important external stakeholders, the Events Coordinator is responsible for planning and delivering The Mentoring Partnership's Annual Recognition Reception, in November 2015. This event is a critical part of TRIEC's and The Mentoring Partnership's relationship-building with key partners and stakeholders, and must be executed with a high level of professionalism.

#### **Responsibilities**

- Develop and implement critical path, manage event team to make sure all deadlines are met
- Manage invite list and invitation process
- Work with Communications Manager and Director of Mentoring to develop event theme and agenda

- Deliver all logistics for the event, including and acting as venue contact, and booking and acting as key contact with all vendors, e.g. caterers, performers, etc.
- Coordinate design and production of event collateral (including agenda, nametags, etc.) and recognition items (plaques and certificates)
- Produce annotated event agenda and support development of presentations and speaking notes
- Outline and assign roles, and brief staff on their responsibilities in advance of the day
- Act as the key contact person on the day, dealing with any enquiries and logistical issues
- Work with communications team to support event-related communication activities as required (media relations, social media, etc.)

### **Skills and experience**

- Proven track record of producing high-quality events
- Proven ability to build and manage relationships with internal and external stakeholders and vendors
- Excellent organizational skills
- Ability to be creative and work on own initiative
- Problem-solving, solutions focused approach
- Excellent communications skills including writing skills
- Knowledge of databases and mass-mailing tools (especially Salesforce, EventBrite and MailChimp) an asset

### **Additional notes**

This contract will begin in late August and conclude in November or early December 2015. It is expected to require approximately 50-60 hours (majority in October and November). The coordinator will be expected to attend meetings and complete some work at TRIEC's offices (250 Dundas St. W., Toronto) but the majority can be completed off-site.

### **Applications**

Please submit your application by **Monday, 10 August, 2015 at 8a.m.**, including:

- Cover letter with details of your professional experience and relevant examples
- Up-to-date resumé
- Details of your availability over the specified time period
- Your hourly rate

To Manager, Communications, [jhume@triec.ca](mailto:jhume@triec.ca)

Please direct any enquiries to this address