

La Tablée des Chefs

OFFER OF EMPLOYMENT

Position: Event and partnership coordinator

Status: full time

Description

Reporting to the Director, Brand and Fundraising Activities of La Tablée des Chefs, the person holding this position coordinates the activities and projects under their responsibility, mainly fundraising events and fundraising campaigns and is responsible to move forward with sponsorships.

The person will ensure that all stages of the projects entrusted to them run smoothly. They will also carry out writing tasks (offers, reports, etc.), will program online forms, will manage the lists and participant databases, will coordinate events, will be present on the field and will be involved in the creating the layout and flow of certain events. The person will have to demonstrate a very great attention to detail and remarkable rigor.

Summary of responsibilities

In collaboration with the Director;

- Plan and coordinate the logistics, promotion and execution of events under their responsibility and work on coordinating major events (the Grandes Tablées Montréal, Quebec City and Toronto, among others);
- Participate in the creation of various projects;
- Participate in deadline setting and follow up on budgets;
- Ensured billing follow-ups related to its projects;
- Develop and maintain excellent relationships with suppliers and various stakeholders;
- Coordinate the production of communication tools and materials required for each event;
- Prepare for meetings of various committees and take the minutes;
- Ensure the proper execution of partners' visibility plans (printed material, social networks and other platforms);
- Manage publications on social networks related to events under their responsibility (before, during, after);
- Manage rental or corporate event equipment (assess needs, plan purchases, inventory monitoring, etc.);

- Evaluate the needs for volunteers; recruit, train and supervise this team to ensure a successful event;
- Ensure post-event deliverables: thank you letters, post-mortem report, participation statistics, etc;
- Proposes and implements various processes in order to optimize efficiency;
- All other related tasks

Job requirements

- Have a minimum of 7 years of relevant work experience (event coordination, communication, event marketing);
- Hold a relevant university or college diploma;
- Experience in coordinating several projects simultaneously;
- Excellent spoken and written French;
- Very good spoken and written English;
- Excellent knowledge of the Office and Google suite, knowledge of email marketing platforms (Mailchimp or other) and online forms (Google form or other)
- Proficiency in social networks (Facebook, Instagram, Twitter, Tiktok);
- Knowledge of graphic design an asset;
- Possess a valid driver's license and a vehicle, an asset.

Desired skills

- Great organization skills and thoroughness in their work;
- Creative personality;
- Great team spirit, good judgment and discretion;
- Be able to work under pressure and carry out several files simultaneously;
- Be autonomous and comfortable working with minimum supervision;
- Available to work during events outside of the regular work schedule;

Starting date: July 6, 2021

Salary: to be discussed

Schedule: permanent, full time, 37.5 hours / week, variable schedule due to events and flexible schedule

Place of work: teleworking allowed

Interested persons must send their curriculum vitae together with an intro explaining their motivation for applying to this position before June 4, 2021 to the attention of Marcella De Vincenzo: marcella.devincenzo@tableedeschefs.org

Thank you for your interest in La Tablée des Chefs. Please note that only those selected for an interview will be contacted.