



Founded in 1965, Christian Horizons is a non-profit, faith-based charitable organization supporting people with disabilities in Canada and around the world. With over 3,500 employees, Christian Horizons supports nearly 2,000 people with developmental disabilities and their families. Christian Horizons supports people within their communities throughout Ontario and Saskatchewan. Internationally, Christian Horizons works in partnership with local organizations to promote the inclusion and rights of people with disabilities in six developing countries.

**FULL-TIME EVENT COORDINATOR**  
(35+ hours/week)  
**Resource and Leadership Centre (Kitchener/ Waterloo)**

The Event Coordinator is responsible to all aspects of event management for Christian Horizons' provincially focused events including: project management, venue and caterer contract negotiations, marketing and communications as well as providing administrative support.

**Duties:** The Event Coordinator will source venue options and acquire quotes for provincially focused events by conducting site visits considering the space for accessibility, number of attendees, location, accommodations, catering and/or banquet options, audio visual requirements and other relevant needs for the event. This position serves as the event project lead and is responsible for the preparation of event budgets for approval based on quotes, preparing and negotiating vendor/venue contracts, event specific volunteer/ human resource assignments and support, reserving event space and attendee accommodation blocking with hotels, conference centres, churches and other facilities, communication with keynote speakers, presenters and musicians regarding riders or other needs they will have during the event as well as arranges for honorariums/ payment and travel arrangements as necessary. The Events Coordinator serves as the point person on the day of the event by providing oversight for all logistical requirements and effectively resolving problems and concerns. The incumbent provides marketing and communication support by creating event related marketing using a variety of media as well as seeks out and pursues revenue generation opportunities by coordinating events between Christian Horizons the Developmental Services sector. Administrative duties will include contact with external organizations to promote upcoming training, events and services, managing the online registration process, ensuring timely payment of invoices, track and ensure the timely execution of event planning activities, provide participant/presenter information and communication, prepare event specific materials and presentations, develop, distribute and asses event evaluations.

**Requirements:** The successful candidate should have minimum 1 year of experience coordinating special events, a College Diploma or Degree as well as 3 years of progressive experience in a related field (Event Planning, Hospitality Management, Public/Community Relations preferred). Ability to work well independently, multi-task, prioritize and meet deadlines is expected. Strong project management skills; Interpersonal skills with ability to positively interact with and influence diverse audiences; Excellent computer skills including proficiency in web based tools such as online registrations systems and events apps.; Detail oriented, strict adherence to confidentiality, problem solving effectiveness and strong verbal/written communication skills. Some overnight travel may be required.

*All persons may apply regardless of religion or any Human Rights Code protected grounds. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities consistent with our Accessibility Policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs.*

**Application Deadline:** December 21, 2018

**Start Date:** January 14, 2019

**Applicants must submit a résumé and cover letter in writing by December 21, 2018 to:**

**Manager of Leadership Development**

c/o Resource and Leadership Centre  
4278 King St. E., Kitchener ON, N2P 2G5

Email: [jobs@christian-horizons.org](mailto:jobs@christian-horizons.org)

Phone: 519-650-0966

Fax: 519-650-8984

*We thank all applicants; however, only those qualifying for an interview will be contacted. Please visit our web site at [www.christian-horizons.org](http://www.christian-horizons.org)*