



<b>Title</b>	Event Experience & Education Coordinator
<b>Status</b>	Full-time, 12 month contract
<b>Reports to</b>	Event Experience Manager
<b>Location</b>	225 Select Ave., Toronto
<b>Apply to</b>	people@canfitpro.com
<b>Apply by</b>	September 16, 2018

### **Job summary**

The Event Experience & Education Coordinator's role contributes to the overall success of canfitpro events across Canada. The Event & Education Coordinator is responsible for developing, organizing and managing the Education Committee for curriculum development within timelines and budget and coordinating within the Events Experience team and other canfitpro teams. This position requires independent and team work, excellent communication skills, attention to detail, and the ability to manage a variety of projects under set deadlines.

### **Summary of Duties and Responsibilities**

- Work closely with Vice President, Event Experience Manager and other key stakeholders prior to events to capture the vision and direction
- Responsible for high level service and communication with presenters, sponsors, vendors and other departments
- Developing, organizing and coordinating the Education Committee for curriculum development within timelines and budget
- Schedule and lead planning meetings for each event with appropriate teams
- Communicate with local presenters / industry experts prior to event planning to understand trends and topics to be reviewed by the Education Committee
- Coordinate with presenters through out event planning, execution and post event including selection, hotel booking, contracts, payments and feedback
- Promote events and the benefits of being a presenter by facilitating information session and recruit presenters appropriately depending on trends in the fitness industry
- Manage changes and ensure appropriate parties are advised

### **Qualifications**

#### **Education**

- Minimum of Post secondary education

#### **Knowledge, Skills and Abilities**

- Ability to multi task, build relationships, and adapt to changing situations
- Exemplary leadership, written and verbal communication skills
- Excellent interpersonal, time management, planning and organizational skills, being able to meet deadlines

- Ability to prioritize and balance competing responsibilities
- Independence, self-motivation, high level of initiative
- Highly organized and documenting processes allowing for replication and evaluate for constant improvement
- Sound judgment, problem solving, and decision-making skills
- Knowledge of the fitness industry
- Sounds computer skills to include Word, Excel, Outlook, Power Point, Access and internet

### **Experience**

- Experience in an event planning role or in the event planning industry
- Experience and interest in the fitness industry

### **Relationship Management**

- Work closely with all levels of the organization
- Establish and maintain professional working relationships through strong communication, follow-up and action
- Ability to balance competing interests

### **Working Conditions**

- This position is based out of canfitpro Home Office at 225 Select Ave. Toronto
- Mainly weekdays, occasional evenings and weekends
- Occasional travel to include overnight stays

**canfitpro** is an equal opportunity employer. Upon request, we will make accommodations available during the recruitment process to applicants with disabilities.