



## **CGLCC Event Manager** **2019 Job Posting**

The CGLCC, Canada's LGBT+ Chamber of Commerce, is looking for an Event Manager who will be responsible for the planning, organizing and activating of all CGLCC events throughout the year.

### **Event Manager**

Reporting to the CEO, the Event Manager is responsible for overseeing all aspects of the CGLCC's various events. These events include, but not limited to, an annual global business conference (2-day event), gala dinner and awards, global trade missions, and educational/thought leadership sessions across the country throughout the year.

CGLCC events play a critical role in providing value to, and engagement of, CGLCC stakeholders, while driving revenue growth for the organization. Stakeholders include corporate partners, the Canadian LGBT+ business community, regional chamber affiliates, industry partners, the LGBT+ community, media, and government.

### **Roles & Responsibilities**

The Event Manager's responsibilities include, but are not limited to, the following:

- Overseeing all event programming, including preparing an annual event schedule, collaborating with the CGLCC team to identify program concept, program content, etc.;
- Overseeing the planning and organization of all events, including such things as preparing project plans; sourcing, negotiating and overseeing all event vendors and suppliers, including venues; etc.;
- Overseeing the execution and implementation of all events, including such activities as managing event staffing and volunteers, preparing run of show, etc.;
- Ensuring all events are based on the needs of the stakeholders and in alignment with CGLCC strategic plan;
- Preparing and adhering to event budgets;
- Preparing and adhering to project timelines;
- Liaising with the CGLCC marketing and creative team around all promotional activities;
- Analyzing event performance and preparing reports;
- Preparing contingency plans as required.

### **Desired Skills and Experience**

Education:

- Post-secondary degree in event management, hospitality management or related field is preferred

Experience:

- Proven experience as an event manager
- Experience with Microsoft Office and project management tools
- Experience working within a multiple stakeholder environment
- Previous experience working in a not-for-profit environment is an asset
- Previous experience working with the small business community is an asset



**Knowledge and Skills:**

- Strong communication, problem-solving and negotiation skills
- Proven project management abilities
- Excellent creative and organizational skills
- Demonstrated ability to plan, execute, and deliver on key initiatives
- Knowledge of KPIs and marketing techniques for event management
- Able to work independently
- A team player with leadership skills
- Fluency in both official languages is an asset

**Terms**

This is a home-based contract position. This position reports directly to the CEO.

The CGLCC is looking for a candidate that is passionate about helping to provide opportunities for the LGBT+ business community. For the right person, there is opportunity for significant growth within the organization.

Remuneration: TBC

**Applications**

Interested candidates are encouraged to submit their cover letter and CV to [careers@cglcc.ca](mailto:careers@cglcc.ca) by September 6, 2019.

CGLCC values diversity and inclusion, and encourages all qualified people to apply.

**About CGLCC**

CGLCC was established in 2003, and is committed to growing a diverse coalition of Lesbian, Gay, Bisexual, Trans-identified, Queer, Two Spirit and Intersex (LGBT+) owned businesses, allied businesses, corporations and professionals to promote economic growth and prosperity, through public and private sector advocacy, to advance the common business interests and opportunities of our members and stakeholders.

For more information on the CGLCC, visit [www.cglcc.ca](http://www.cglcc.ca). For information on the CGLCC gala, visit [www.cglcc.ca/gala](http://www.cglcc.ca/gala). For information on the Annual LGBT+ Business Summit, visit [www.cglcc.ca/summit2019](http://www.cglcc.ca/summit2019).