Intern, Coordinator, Special Events

Organization
Established in 2003, the CGLCC is a trusted partner linking LGBT+ businesses in Canada to the wider business community. It fosters economic growth by supporting and nurturing LGBT+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate world connect with the LGBT+ business community. A leader in supplier diversity, it is also the certifying body in Canada for LGBT+ businesses.

CGLCC is looking for a candidate who is excited about impact driven change to make Canada a more inclusive place for the LGBT+ community. We have a really exciting opportunity for the right candidate to become a key member of our team.

The Coordinator, Special Events will be responsible for supporting the activities related to CGLCC’s event schedule, including our annual fundraising gala.

Specific tasks and responsibilities of the Coordinator, Special Events include:

Responsibilities:

- Coordinating all event programming, including preparing an event schedule, collaborating with the CGLCC team to identify program concept, program content, etc.;
- Coordinating the planning and organization of all events, including such things as preparing project plans; sourcing, negotiating and coordinating all event vendors and suppliers, including venues; etc.;
- Coordinating the execution and implementation of all events, including such activities as coordinating event staffing and volunteers, preparing run of show, etc.;
- Preparing and adhering to event budgets and 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.
Establishing relationships with venues and vendors
Sending invitations
Reserving event space
Identify content
Managing ticket sales for large events
Communicating with clients, sponsors, speakers
Calculating billing amounts

Skills
• Customer service skills
• Written and verbal communication skills
• Management skills
• Negotiation skills
• Organizational skills
• Project management skills
• The ability to do basic math
• An understanding of social media and other marketing skills used to send invitations and promote events
• Knowledge of performance monitoring methods for events and the ability to create reports to guide future event coordination improvements
• Fluency in both official languages is an asset

All activity conducted by the Coordinator, Special Events directly supports the provision of providing programs and services to the LGBTQ2 community by creating education, capacity building, business development, and networking opportunities.

It is expected, with the current pandemic, that the employee will work remotely from home during the duration of the term. All required tools for the employee to perform their job will be supplied.
**Client service:** As the Coordinator, Special Events, the employee would be required to communicate efficiently and professionally on a daily basis with clients from across the country.

**Teamwork:** The Coordinator, Special Events would work closely with other CGLCC team members, including the various program managers and coordinators, the administrative team, the COO, and the CEO. Through this work, the employee would strengthen their skills around collaboration, negotiation, planning, and problem solving in order to ensure all deliverables are being met.

**Communication:** The Coordinator, Special Events plays a critical role in the delivery of CGLCC events, and as such will need to communicate on a daily basis with the various stakeholders (including but not limited to members, program partners, program funders, and CGLCC colleagues). Communication will be in the form of oral (on the phone, making presentations in person, etc.) and written (through email communication).

**Digital Skills:** The Coordinator, Special Events would be required to use technology in their job. They will be required to make presentations via webinar, utilize CGLCC administration tools (HubSpot, G Suite, Microsoft Office), and other special event specific technology as required.

All activity conducted by the Co-ordinator, Special Events directly supports the provision of providing programs and services to the LGBT+ community (which has been historically disadvantaged and often face social and employment barriers) by creating education, capacity building, business development, and networking opportunities for the LGBT+ community.

**Terms**
- This is a home-based 15-week internship, 20 hours a week at a rate of $18 per hour.
- To be eligible, youth must:
  - be between 15 and 30 years of age at the start of the employment*;
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
○ have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.**

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student’s time in Canada does not allow for a long-term connection to the labour market.

Application

● Please send your resume, one page cover letter to careers@cglcc.ca.

CGLCC is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know when completing this application.

This job would not be created without the financial assistance of the Canada Summer Jobs 2021 program.