



May, 2022

Intern - Event Coordinator Canada Summer Jobs

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.

Tasks and responsibilities:

The Event Coordinator will be responsible for supporting the planning, development and execution of CGLCC events taking place in 2022. Events include:

- *LGBTQ2 Global Business Summit*, to be held virtually during Pride month (June). This event brings together LGBTQ2 businesses, industry partners and corporate members from across Canada and around the world to learn, network, and grow business opportunities.
- LGBTQ2 professional development educational sessions – CGLCC offers educational sessions throughout the year, such as seminars, webinars and workshops, for CGLCC's various programs (Supplier Diversity, Tourism, Youth Entrepreneur). These events are targeted to LGBTQ2 entrepreneurs and other stakeholders with an interest in business, and provides an opportunity for participants to learn and to grow their capabilities.
- LGBTQ2 trade mission to the USA - CGLCC will be leading its third trade mission to the USA in August, 2022. This trade mission supports LGBTQ2 entrepreneurs access the international market with global trade opportunities.
- *CGLCC Black & White Gala*, the annual event that brings together Canada's LGBTQ2 business community and corporate partners for an evening to recognize Canadian LGBTQ2 leaders and community achievements.

Specific tasks and responsibilities of the Event Coordinator include:

- Providing input and support around the event, including content, speakers/presenters, timing, etc.
- Coordination of event logistics, including digital platforms, accessibility, translation, technology, etc.
- Coordinating all registration requirements and activities for the various events
- Provide support and assistance as required to the various stakeholders, including but not limited to speakers/presenters, sponsors, attendees

Skills:

- Customer service skills
- Written and verbal communication skills
- Management skills
- Negotiation skills
- Organizational skills
- Project management skills
- The ability to do basic math
- Understanding of Google Suite
- 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

It is expected 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.

Terms:

This position is scheduled to commence on Monday, May 16, 2022.

This is a home-based 8-week internship, 35 hours per 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 on 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.*



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 2022 program.