

Job Description: Event Coordinator

The Event Coordinator will be responsible for supporting the planning & execution of aviation-oriented events catered to COPA's membership, the broader general aviation community, and COPA's stakeholders. The main priority for all events is that they are delivered on time and on budget.

Being a not for profit organization with very limited budget, spending on all events should be offset by sponsorship to minimally break even.

Annual events include COPA's Convention and Tradeshow, the Montebello Winter Fly-In, Government and Industry Reception, member-oriented social events coinciding with quarterly board meetings. One-offs and other special projects will be added as they arise.

Program Development & Execution

- Source, manage / coordinate all requirements related to event production including: vendor RFPs / sourcing, development of all production related elements including show flow documents, staging, videography, photography, staging, lighting, audio and entertainment (bands, DJ, entertainers etc...)
- Coordinate rehearsal schedules and lead executive rehearsals as required
- Act as the Executive Producer for events including managing logistics of events/shows onsite, coordinating presenters, vendors and "calling the show".
- Managing project deliverables of key internal partners such as COPA Flights and Board of Directors.
- Act as a centre of excellence for all Event / Production related elements including lead the planning and execution of live Webcasts, event applications.
- Development, coordination and execution of experiential recommendations (may include; coordination of transportation needs, activity, dining, speaker and gifting recommendations).
- Superior knowledge and understanding of event industry trends, regulations and best practices and the ability to recommend and implement initiatives.
- Lead the development & execution of a post implementation review for all events and provide recommendations to management team.
- Researching to maximize experience, budget and technologies used including delivering value for membership.

Content Management

- In collaboration with management, lead the development and coordination of program agendas, scripts, experience and show flows.
- Coordination of compiling speaker presentations.
- Liaise with senior staff on executive scripting and communications as needed.

Advance, promote and preserve the Canadian freedom to fly.

- Development and distribution of executive and Board of Director briefing packages as required.

Budget Management

- Budget management accountability and reporting; responsible for identifying and implementing process improvement and cost saving strategies.
- Accountable for providing regular and timely budget updates to the Finance Manager

Relationship Management

- Strong commitment to providing superior partner / member service.
- Ability to cultivate and work closely with senior staff, event sponsors (including corporate members), external vendors (ex. AV providers, venues, gifting vendors etc...), COPA Flights, and community partners.
- Provide consultation and share tactical expertise with partners throughout the event planning process.
- Act as the team's key point of contact to negotiate pricing with preferred AV and production vendors.

Qualifications

- Highly motivated individual with a proven track record to deliver results.
- 2+ years of corporate experience in the project management of large and complex programs/events.
- 4+ years of experience managing event production, AV, virtual events using Webcasting technology.
- Strong time-management and organizational skills to pivot quickly and manage multiple deadlines and priorities within a fast paced, high-pressure environment.
- Experience with event management technology /registration software such as SurveyMonkey, Event Apps etc...
- Flexible team player who is able to pivot quickly and adapt to change.
- Excellent communication skills (both written and verbal).
- Strong meeting facilitation/presentation skills.
- Demonstrated strong, problem solving, negotiation & decision-making skills.
- Strong relationship building skills with the ability to impact and influence at all levels.
- Ability to travel (including international travel), a valid driver's license and passport is required and the ability to work variable hours on an event-specific basis
- Superior knowledge of Microsoft Word, PowerPoint, Excel, MS Project & Outlook.

Assets

- Post-Secondary Degree or Certificate in Event Management preferred
- Knowledge or experience in the aviation industry is preferred
- Bilingual in English and French

The position is based at COPA's office in Ottawa, ON. Interested applicants should forward a copy of their CV and cover letter to Heather McLaren, Manager of Administration: hmclaren@copanational.org; 613-236-4901x110.