



PEMAC Events Coordinator

PEMAC (Plant Engineering and Maintenance Association of Canada) is a national, not for profit association providing global leadership, education and certification in world-class maintenance, reliability and asset management practices. Founded in 1990, PEMAC members come from all industry sectors and include both public (government) and private businesses. www.pemac.org

Job Description:

The PEMAC Events Coordinator reports to the Executive Director and works closely with chapters and planning committees to ensure PEMAC members have regular and meaningful opportunities to connect and share Maintenance, Reliability and Asset Management practices. You will coordinate and administer a growing number of networking and professional development events such as webinars, dinner meetings and provide a leadership role in coordinating our annual national conference.

- Develop and execute on the strategy, project plans and budget for events
- In consultation with committees, prepare semi-annual event plans (for example by May for Sept - Dec events; by late November for Jan – June events) including budget forecasts
- Prepare agendas and minutes for committee and planning meetingsConduct research, negotiate vendor contracts, book space, communicate and coordinate with event vendors such as caterers and audio visual
- Solicit and confirm speakers, prepare speaker agreements as required
- Research and solicit potential sponsors and exhibitors as appropriate
- Ensure accuracy and professionalism of publically available information about events and registration
- Work with media company on marketing materials and graphics to support event marketing and delivery
- Develop and manage budget for key events
- Approve expenditures and report budget results to the Executive Director
- Develop and implement marketing plans to attract participants
- Maintain prospect database

Skills and Qualifications:

2 year diploma or certificate in Events Planning and/or Project Management, or equivalent combination of education and experience

Exceptional event planning, logistics and execution knowledge and experience



Excellent oral and written communication skills, as well as presentation skills
Demonstrated effective customer-service orientation and problem solving skills
Experience with budget management, tracking and reporting
Highly organized and detail-oriented
Ability to work independently, manage multiple tasks and follow-up on details
Experience with volunteer management
Proficiency in Microsoft Word, Excel, PowerPoint and Adobe Acrobat Professional
Intermediate Database skills (data entry, data filtering, mail merge reporting)
Basic understanding of .html or willingness to learn
A background in the production, operations or maintenance environment of a large-scale asset owner is preferred
Bilingual in French and English preferred

Location:

This is a contracted work-from-home position. Periodic travel is required.

PEMAC is an equal opportunity organization. Interested individuals are encouraged to submit a cover letter, resume and references in confidence to:

PEMAC (Plant Engineering and Maintenance Association of Canada)
6-2400 Dundas Street West, Suite 402
Mississauga, ON L5K 2R8
Attn: Executive Director
executive.director@pemac.org

Closing date: January 27th, 2017