



Internal/External Employment Opportunity EVENT PLANNER



POSITION: Event planner

DEPARTMENT: Executive Office

Why you should apply with us:

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada](#) (100-999 employees), the [2020 list of Best Workplaces Managed by Women](#) and [2021 List of Best Workplaces™ in Canada](#) (100-999 employees) by the Great Place to Work® Institute. We are one of Canada's largest settlement organizations with 45 years of experience engaging 350+ staff and more than 400 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

POSITION FUNCTION:

Under the direction of and reporting to the Manager, Executive Office, this position is responsible for supporting the organizing committees and teams in planning, actioning, and delivering **key MOSAIC external and internal annual events**, as well as other organization-wide initiatives. This position will be expected to carry out all arrangements around preparing for and delivering events, sometimes occurring simultaneously, including developing event plans, managing venue options, negotiating costs of venues and services, liaising with speakers, and producing programs and agendas for events.

QUALIFICATIONS:

- Minimum 2 years of experience in all aspects of event management
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and meticulous attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to work independently.
- Ability to work with diverse groups of clients, staff, and volunteers.
- Creative and effective problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to respond to problems and to assist participants and vendors with a calm, courteous, and helpful manner, and attitude.
- Ability to perform all administrative duties and details associated with an event.
- Thorough understanding of legal regulations and permits required for events.
- Proficient with Microsoft Office Suite or related software.

OTHER REQUIREMENTS:

- Performs other related duties as assigned.
- Valid BC Drivers Licence and access to a car is an asset.

HOURS: 35 hrs per week

This is a full-time position. Please note, some evening/weekends work and flexibility will be required of this position.

STARTING PAY: Competitive pay, based on qualifications and experience, and a competitive benefits package

RESUMES TO: MOSAIC
Attn: Vania Ganacheva
Manager, Executive Office
vganacheva@mosaicbc.org

Please send your resume and cover letter in Word or PDF format, and include **“Your name - Event Planner”** in the subject line of your email. No telephone calls, please.

DEADLINE: Open until filled.

NOTES: We thank all applicants for their interest. However, only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

Posting Date: July 30, 2021

MOSAIC is committed to promoting equal employment opportunities for all members of the community