

Title: Event & Marketing Coordinator

Business title: Connect Dot Management Inc.
T: 519.204.2499 | connect@connectdot.ca

Job Terms: Full Time Position
Hours: 8:30 AM – 4:30 PM
Flexibility required based on events (40 hours per week)

Connect Dot Management Inc. Summary

Connect Dot Management Inc. is a full-service event and strategic leadership business, providing turn-key Event & Management Solutions to corporate and public sector businesses, associations, and organizations. Incorporated in 2012, Connect Dot Management Inc. is a private agency based in London, Ontario.

Job Summary

The purpose of the Event & Marketing Coordinator role is to support the Connect Dot Management team in various aspects of the business. Responsibilities include providing support on current events, and administrative duties. You will work closely with the management team to collaborate on projects in all aspects of the planning process and interact with clients by e-mail, phone or in person with professional courtesy.

Work Performed

Core responsibilities of the Event & Marketing Coordinator include:

- Event support and administration on a variety of events
- Prepare presentation and meeting materials, forms and letters.
- Drafting, proof reading and editing of event collaterals (letters, invitations, presentations, scripts).
- Grant writing
- Registration and platform management for various events
- Liaise with vendors, exhibitors, and stakeholders during the event planning process.
- Provides on-site support throughout the setup, execution and wrap up of all events to ensure that events run effectively and efficiently and that all stakeholder objectives are met.
- Event Marketing including:
 - Social media (Facebook, Instagram, and twitter)
 - Digital Ad promotion and purchases
 - Media ad buys and community partnerships

Minimum Qualifications

- 1-3 Years of demonstrated experience orchestrating experiences that engage clients.
- Excellent written & verbal communications
- Self-starter, problem-solver, highly responsible, deadline-oriented, and independent
- Excellent organizational, project management, and time management skills
- Flexibility to travel to different event venues.
- Proficiency with PowerPoint, Word and Excel as well as other standard and advanced software/technology.
- Results focused.
- Experience with Eventbrite, Campaign Monitor or other event support software is an asset.
- Experience with digital advertising, Facebook, Instagram and twitter, YouTube
- Experience with Asana or other project software is an asset.

Education/Work Experience

- A minimum of a college diploma or university degree.
- Similar position related experience – minimum 1 year.
- Extensive experience with Word and Excel.
- Must have a valid Driver's License.

Other Role Specific Requirements

- Must be able to work flexible hours, evenings, and weekends to accommodate client events.

Contact Information:

If you are interested in the position of Connect Dot Management's Event & Marketing Coordinator, then maybe it's time we meet! Please send your resume and cover letter by June 26 to:

Holly Doty
T: 519.204.2499
connect@connectdot.ca