



Canadian Institute  
for the Administration  
of Justice

Listening. Learning. Leading.

Institut canadien  
d'administration  
de la justice

Écouter. Apprendre. Inspirer.

#### POSITION:

EVENT COORDINATOR (13 months maternity leave contract)

#### ROLE:

The Event Coordinator reports to the Executive Director and is responsible for planning all of CIAJ's judicial seminars throughout the year.

#### WORK PLACE:

Canadian Institute for the Administration of Justice (CIAJ) - Institut canadien d'administration de la justice (ICAJ)

3101 Chemin de la Tour

Bureau A-3421 (Faculty of Law at University of Montreal)

Montreal, QC, H3C 3J7

#### MAIN FUNCTIONS/DUTIES:

- Planning and attending 6 - 7 seminars per year
- Report all updates to executive director of CIAJ and planning committee of the seminars on a weekly/monthly basis
- Venue research, site visits, review and negotiate hotel contracts
- Plan and oversee all the logistics of the seminar (food and beverages, audiovisuals, printing of materials, transportation, cocktails, dinners, etc.)
- Maintain relationship, prepare and negotiate contracts with suppliers (hotels, audio visuals, catering, translation services, etc.)
- First point of contact for all the participants, speakers and planning committee attending the seminar (email requests, telephone calls, questions, issues, etc.)
- Organize and coordinate travel and accommodation arrangements for the speakers and faculty members of the planning committee
- Coordinate, prepare, print and distribute all the conference materials to the participants; coordinating the texts/materials of the speakers for publication; updating agendas and in charge of communication tools (increase participation, create registration forms, etc.)
- In charge of packing and shipping conference materials to seminar location and unpack on location to prepare registration desks
- Scheduling conference calls for the planning committees of each seminar
- Review all final invoices of suppliers and create final budget forms

#### SKILLS REQUIRED AND WORKING CONDITIONS:

- 2-4 years of experience/certification in event planning or similar role
- Bilingual, both written and oral communications in both official languages
- Superior organizational skills with strong attention to details
- Excellent communication skills
- Strategic planning
- Multitasking with focus on organization priorities
- Ability to work under pressure with tight deadlines
- Excellent knowledge of Microsoft Office Outlook, Word, Excel and PowerPoint
- Strong interpersonal skills
- Ability to work independently and as a team
- Ability for problem solving
- Good stress management
- Dedication to maintaining confidentiality
- Must be available to travel across Canada 4-5 times a year

WORK SCHEDULE: 35 hours/week

This position is available on a contractual basis with possibility of renewal.

SALARY OFFERED: to be discussed

JOB START DATE: September 10<sup>th</sup>, 2018

Please send your CV before August 17<sup>th</sup>, 2018 to: [christine.odoherty@ciaj-icaj.ca](mailto:christine.odoherty@ciaj-icaj.ca)

#### ABOUT CIAJ:

Since its inception in 1974, the Canadian Institute for the Administration of Justice (CIAJ) brings together individuals and institutions involved in the administration of justice and promotes excellence through knowledge, learning and the exchange of ideas. CIAJ offers multidisciplinary training programs designed for all stakeholders in the justice system, prepares reports and issues recommendations that could lay the groundwork for change.