

CIAJ ICAJ

Canadian Institute
for the Administration
of Justice

Listening. Learning. Leading.

Institut canadien
d'administration
de la justice

Écouter. Apprendre. Inspirer.

POSITION: PROGRAM AND MEMBERSHIP MANAGER

WORK SCHEDULE: 35 hr/week

JOB START DATE: May 31, 2021

MAIN FUNCTIONS/DUTIES:

Membership

- Develops strategies to increase CIAJ individual and institutional memberships
- Coordinates and organizes activities to increase memberships
- Implements recruitment strategies for new audiences
- Develops strategic relations with members
- Develops tools to inform our members on programs and projects
- Writes documents, letters, reports, communications to members
- Drafts letters to new appointed judges and other CIAJ's partners
- Responds to inquiries from members and potential members
- Assists with preparation of surveys
- Ensures accuracy of entrees in the database
- Produces statistical reports every three months

Programs

- Plans and attends seminars (online and in person seminars)
- Reports all updates to executive director of CIAJ and planning committees on a weekly/monthly basis
- Search for venues, does site visits, reviews and negotiates hotel contracts
- Plans and oversees all the logistics of the seminars
- Maintains relationships, prepares, and negotiates contracts with suppliers
- Acts as a first point of contact for all the participants, speakers and planning committees attending the seminars
- Organizes and coordinates travel and accommodation arrangements for the speakers and faculty members of the planning committees
- Coordinates, prepares, prints, and distributes all the conference materials to the participants;
- Schedules conference calls for the planning committees of each seminar
- Reviews all final invoices of suppliers and create final budget forms after each seminar
- Maintains and updates CIAJ's database with registrations, participants information, etc.
- Seeks new sources of funding for CIAJ training programs

SKILLS REQUIRED AND WORKING CONDITIONS:

- 2–4 years of experience/certification in event planning or similar role
- Bilingual in both written and oral communications
- Superior organizational skills with strong attention to details
- Experience with online platforms and virtual events (Example: Zoom, Teams, etc.)
- 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

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

Please send your CV before April 30, 2021, at 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.