

Event Planner

PURPOSE

The Conference & Program Planner is responsible for organizing educational and other events including conferences, seminars, symposiums, webinars, etc. – in person and online.

RESPONSIBILITIES

- Establish venue criteria and conduct RFPs, followed by negotiation and site selection
- Negotiate with vendors and other partners and proceed with contracts
- Develop, manage and maintain event budgets. Manage financial risk
- Plan and execute event components including, but not limited to, food and beverage, audiovisual, hotel room reservations, travel arrangements, communications with participants, program materials, registration reconciliation, room block management
- Engage as the main contact for all the participants, speakers and planning committees
- Provide the Communications team with information to publish on materials and the website
- Collaborate with colleagues in building participants' materials and forms
- Coordinate, prepare, print, and distribute all conference materials to the participants
- Create registration forms
- Schedule and take part in planning committee conference calls
- Conduct dry runs and tests technology and content with contributors and suppliers
- Ensure an optimal and safe experience, and a seamless flow at the site of the event
- Manage the administration of expenses, including travel itineraries, expense accounts, etc.

- Actively support the maintenance of the database in relation with audiences and registration
- Prepare shipments and manage supplies before, at the site and after the event

SKILLS, COMPETENCIES AND PREREQUISITES

- Strong organizational skills and ability to prioritize
- Thorough planning abilities and fine attention to detail
- Resourceful and confident in handling multiple projects simultaneously
- Analysis and problem-solving skills
- Fluent in MSOffice 365 applications (Word, Excel, Outlook, etc.);
- Comfortable with online platforms and virtual events (Zoom, Teams, etc.)
- Effective communicator in French and English, both verbally and in writing
- Engaging with colleagues and stakeholders, a team player
- Tactful and diplomatic
- Available and flexible to work outside business hours and travel on business
- 2 to 4 relevant years' experience in the field
- Bachelor's degree or combination of related certifications in support of the role.

CONDITIONS OF EMPLOYMENT

- Permanent position - 35 h/week
- Salary: Competitive. To be discussed
- Schedule: 8:30 a.m. to 4:30 p.m., Monday to Friday
- Workplace: Hybrid - in person in Montréal and remote.
- Benefits: Group Insurance, RRSP plan, generous time off and paid vacation, summer schedule, human-sized team, environ

ABOUT CIAJ

Imagine a space where concrete solutions emerge to address the complex challenges of our Canadian justice system. This is what the Canadian Institute for the Administration of Justice (CIAJ) is all about.

Founded in 1974, CIAJ's mission is to promote excellence in justice through knowledge, learning and the exchange of ideas.

CIAJ acts as a conduit for change. As a non-profit and independent organization, we bring together individuals and institutions from diverse expertise—judges, lawyers, academics, policymakers, as well as social workers, law enforcement, and engaged citizens— to improve the administration of justice across Canada. Our multidisciplinary approach enables us to break down silos and mobilize diverse perspectives across a wide range of sectors, tackling fundamental issues in depth. Together, we develop concrete solutions tailored to the real needs of Canadians.

We are much more than event organizers: we are a driving force for change. At CIAJ, we build bridges where none existed before, ensuring that the justice system reflects the complexity, diversity, and aspirations of our society.

TO APPLY

Please submit your application by email to Lise Bujold by **March 2, 2025, 5 p.m. EST** at lise.bujold@ciaj-icaj.ca.

The application must include **a resume and a cover letter of two (2) pages maximum**.

Thank you for submitting your application. All applications will be treated confidentially. Only candidates selected for an interview will be notified.