

Join us as an Events Coordinator!

Your role will be...

- **Event planning:**

- Manage and take charge of the Alzheimer Society of Montreal's events in collaboration with the Society's various teams; Planning, operations, logistics, coordination, budget and links with partners and suppliers.
- Negotiate service contracts, approve supplier invoices, maintain financial records, verify final invoices sent to the Society and prepare financial reports.
- Recruit, mobilize and assign stakeholders, team members and volunteers to support events.
- Responsible for sourcing speakers, contractors, suppliers, financial partners and all other parties involved in the realization of an event.
- Oversee the logistics of the entire event in close collaboration with stakeholders.

- **Event coordination:**

- On-site logistics coordination before, during and after the events.
- Handle unforeseen events and resolve any logistical problems that may arise.

- **Relationships and Promotion:**

- Serve as the main point of contact and follow-up on relationships with customers, suppliers, providers, volunteers and all other stakeholders. Participate in the continuous improvement of clinical services.
- Act as an ambassador for the Alzheimer Society of Montreal by ensuring quality interpersonal relations with all stakeholders.

- **Evaluations:**

- Conduct in-depth post-event evaluations and prepare detailed reports on successes achieved and areas requiring improvement.
- Analyze the profitability of events by assessing costs and revenues generated (cost-benefit), while gathering feedback from participants and team members for continuous improvement.

Every year, our company plans a multitude of events, including:

- The [Annual Colloquium, in honor of the Barclay Family](#): a day of conferences and workshops dedicated to scientific advances in Alzheimer's disease.
- The [IG Wealth Management Walk for Alzheimer's](#): a national awareness event held in over 250 communities, with over 350 participants, research and partner relations.
- The [Alzheimer Society of Montreal's annual golf tournament in honour of Hector "Toe" Blake](#): a full 144-player course with animation, research and partner relations.
- [Third-party events](#): events benefiting the Alzheimer Society of Montreal organized by individuals who care about the cause.
- [In-house events](#): vernissages, radiothon, kiosks, etc.
- The society's [socialization and team-building](#) activities

For this position you will need...

- University degree or college diploma in project management, logistics, event management or related field.
- **Minimum of 5 years' experience** in event management with a proven track record.
- Availability on evenings and weekends to ensure active presence and event management.
- Ability to travel for event management.
- Excellent organizational, planning, anticipatory and creative skills.
- Excellent written and oral communication skills in French and English.
- Mastery of project management and logistics tools (Suite Office, Prodon, Canadon, Gantt charts, Monday's...).

You will have access to ...

- A competitive salary
- Full time of 35 hours/week
- Work from home according to current policies
- Personal and sick leave days
- Group insurance and pension plan with employer's contribution
- Training offered
- Free parking

Our mission

To alleviate the social and personal consequences of dementia by providing state-of-the-art interventions, care and support services that have a positive long-term impact.

Throughout the recruitment process, let us know if you need any accommodation, adaptation or support related to a particular situation. This will enable us to propose measures to facilitate your recruitment experience with us. Our premises are accessible and adapted. We can also provide you with additional directions for an optimal move, if required.

The Alzheimer Society of Montreal is committed to equal opportunity for all. We value diversity in all its forms among our staff and encourage applications from all backgrounds.

JOIN OUR TEAM !

Send your CV to Eloi Rouillard
rh@alzheimermontreal.ca

If you want to know more :
<https://alzheimermontreal.ca/en/jobs/>
(514) 369-0800

