



Event and Partnership Coordinator

Do you have a passion for planning the most spectacular events? Are you a champion for your community who enjoys networking and fostering relationships? Is logistics management where you shine brightest? This is your opportunity to bring The Great Northern Ontario Roadshow to your community!

The Great Northern Ontario Roadshow will help re-energize tourism, communities and local economies across the North! Through this project, Science North will showcase the incredible cultural, arts, heritage, culinary and recreational tourism opportunities that exist in Northern Ontario, encouraging a resurgence in “home grown” tourism and leading to economic recovery across the region. As we continue to develop our reach throughout Northern Ontario, we have an exciting opportunity for you! We are currently recruiting for Event and Partnership Coordinators to work out of North Bay, Sault Ste. Marie, and Timmins. The Event and Partnership coordinator will act as a liaison between Science North and our partner organizations in various communities across Northern Ontario. As part of a larger team, they will work to coordinate and support the delivery of a community festival (showcase event), act as a champion for the community and for tourist & partner attractions.

Position highlights:

- Plan and implement roadshow showcase events with community stakeholders
- Lead and facilitate event planning meetings and coordinate event logistics with community stakeholder committees
- Champion and advocate for regional tourism and partner attractions
- Help build and maintain strong working relationships with partner organizations & stakeholders
- Deliver program experiences to increase attendance and support partner attractions (eg. small museums, and science or discovery centres) in their initiatives
- Provide feedback and periodic reports to stakeholders

Qualifications:

- Proven experience as an event planner or coordinator.
- Demonstrated ability to;
 - effectively facilitate group meetings and collaborations
 - manage multiple projects independently
 - effectively maintain professional relationships
- Excellent time management skills and superior aptitude for problem solving
- Strong communication and presentation skills
- Fluency in French would be considered an asset

This position will require travel (within Ontario), evening and weekend work. A valid G class driver's license reflecting a 3-year safe driving record is required. This is a full-time, contract opportunity to October 2022 at \$25.99 per hour.

An early application represents your best opportunity for consideration. Science North is committed to an inclusive workplace and invites applications from all qualified individuals to join our diverse team. Accommodations are available upon request in all aspects of Science North's selection process. We thank all interested candidates; only those selected for interviews will be contacted.

Science North is a registered charity.
Science North is an agency of the Government of Ontario.