

Events Assistant

Health Quality Ontario is the provincial advisor on the quality of health care. With the goal of excellent care for all Ontarians, Health Quality Ontario reports to the public on how the system is performing, develops standards for what quality care looks like, evaluates the effectiveness of new health care technologies and services, and promotes quality improvement aimed at sustainable positive change. Visit www.hqontario.ca for more information.

THE OPPORTUNITY

Reporting to the Events Manager, the Events Assistant is responsible for supporting the Events Manager and Events Specialist with the execution various events. This includes, but is not limited to, administrative responsibilities, building event registration forms, disseminating communication materials, management of websites as well as mobile apps (where applicable), assisting in putting together committee packages, coordinating shipping, and assisting onsite at events.

WHAT CAN I EXPECT TO DO?

- Leading website updates for various events;
- Building and maintaining conference apps (for specific events);
- Implementing registration, evaluation, and event communications through event software;
- Assisting the Events Manager and Events Specialist onsite at events;
- Assisting in the procurement of vendors;
- Updating presentations and other documents for internal and external use;
- Building reports as required;
- Coordinating schedules for the Events Manager and Events Specialist, including committee meetings for various events; and
- Various administrative responsibilities (managing multiple email inboxes, responding to general event inquiries, expense processing, shipping materials for events).

HOW DO I QUALIFY?

To be considered for this opportunity, you will have:

Education:

Required:

- Diploma in Special Events, or Undergraduate Degree in Hospitality or Event Management.

Preferred:

- Certified Meeting Professional (CMP) designation, or working towards the Certified Meeting Professional (CMP) designation.

Experience:

Required:

- 2+ years' experience in Event Management.

Technical Skills:

- Experience working on mobile apps and webcasting;
- Experience working with event management software;
- Strong MS Office Suite skills, in particular Outlook, Word, PowerPoint and Excel.

Key Competencies:

- Strong attention to detail;
- Excellent written and verbal communication and interpersonal skills;
- Ability to multi-task and ensure that deadlines are met;
- Excellent organization skills;
- Superior customer service skills;
- Ability to work autonomously and as a team;
- Excellent organizational skills.

Key Organizational Competencies:

- **Think Strategically:** Think broadly to build long-term success; understand health care system impacts and maintain internal alignment.
- **Develop People:** Grow leadership capacity by investing time and resources to attract, retain and develop people. Build skills.
- **Be Agile:** Quickly respond to and shape an ever-changing health care system. Adapt, navigate and thrive in changing circumstances.
- **Act as One Organization:** Align on and build consistent business processes; set standards to ensure effective, quality health care delivery.
- **Nurture Partnerships and Relationships:** Cultivate effective and influential working relationships (internal and external) and collaborate to achieve mutually beneficial goals. Work effectively across the system.
- **Build Credibility:** Take personal ownership for delivering results and adding value in every interaction. Continually earn our place as a critical player in the Health Care landscape.

Location: Toronto, ON

Duration: 1 Temporary, Full-Time (12-month contract)

Qualified applicants are invited to submit a covering letter and resume to HQORes@hqontario.ca, quoting **competition number 2017-160** as well as their name. Resumes will be reviewed 5 days after posting and will continue to be reviewed until the position is filled. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Health Quality Ontario is committed to meeting the needs of all individuals in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)* and the *Ontario Human Rights Code*. Should you require accommodations during the recruitment and selection process, please contact Human Resources.

For additional information on Health Quality Ontario, please visit our website at www.hqontario.ca.