

Events Specialist

Health Quality Ontario (HQP) 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 Specialist is responsible for independently executing the special events strategy, including the planning, implementation, delivery and evaluation of various internal and external events. The role will work with and support various internal stakeholders across HQO, including managers, directors, and senior leadership. The role will also work with and build relationships with external vendors and partner organizations. The Events Specialist will have oversight over procurement and budget management related to assigned events. The role will also support the Events Manager in the execution of aspects of larger events and is responsible for leading special projects, as assigned.

WHAT CAN I EXPECT TO DO?

- Developing and implementing event project plans, ensuring key deliverables and milestones are met;
- Building and maintaining relationships with internal stakeholders, including executive sponsors and external contacts including vendors and event attendees;
- Liaising with the Digital Team, Communications Team and other internal teams/committees to create and execute event specific requirements;
- Developing, tracking, and managing event budgets;
- Procuring vendors and negotiating contracts;
- Creating, developing and maintaining a resource tool kit on internal site;
- Leading committee meetings, preparing agendas and distributing meeting minutes;
- Preparing event evaluations, presentations, and other documents for internal and external use;
- Managing associated administrative responsibilities (e.g. building registration forms, responding to event inquiries, developing communication materials).

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:

- 5+ years' experience in Events Management.

Technical Skills:

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

Key Competencies:

- Proven ability to manage events from inception to completion;
- Ability to work autonomously and as a team to determine work objectives and can work in a self-directed manner as defined within the overall context of the project plan;
- Excellent written and verbal communication and interpersonal skills with the ability to work with business stakeholders to deliver successful events;
- Strong attention to detail;
- Ability to effectively manage priorities in a fast-paced, deadline driven environment;
- Superior customer service skills;
- Excellent organizational skills;
- Able to effectively manage budgets and adhere to strict policies and directives.

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 Regular, Full-Time

Qualified applicants are invited to submit a covering letter and resume to

HQORes@hqontario.ca, quoting **competition number 2017-159** 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.