



Event Planner

Canada Summer Jobs Placement

(8week work from home placement)

Kemptonville Pride is looking for a dynamic, community minded and an all-around awesome student to join our team as an Event Planner!

The mission of the Kemptonville Pride Inc. is to support and provide education, promotion, networking opportunities and outreach in support of the Lesbian, Gay, Bisexual, Trans, Queer, 2-spirited and supporters. Kemptonville Pride will perpetuate the spirit of pride in our community's identity throughout the year culminating in an entertaining, professional Pride Festival and other activities throughout the year, which provides positive economic impact to the region through tourism.

Duties and Responsibilities:

- You will be responsible to host live digital Events primarily as webcast.
- You will troubleshoot and resolve real-time service issues during live events within the established guidelines.
- You will prepare program documents (timelines, function sheets, show flows, letters and itineraries as required).
- You will create and manage the program budget, provide regular updates as needed during the planning process.
- You will be responsible for the financials results of event including reviewing supplier invoices, budget updates and final account reconciliation.
- You will actively participate in creative brainstorming and development sessions.

- You are familiar with webcast, streaming platforms.
- Creating an annual calendar of events and coordinating communication for events.
- Defining and measuring the success of events.
- Sourcing and managing relationships with vendors for onsite and offsite events.
- Provides the Board with a copy of the final financial report for their perusal.
- Carries out a follow-up with invited guests on their level of satisfaction with the event.

Skills and Traits

- Possess people management skills.
- Possess proven customer service skills.
- Effective conflict management and interpersonal skills.
- Strong ability to communicate effectively orally and in writing.
- Problem solving and marketing skills.
- Strong ability to work as part of a team.
- Possess outstanding organization and time management skills.
- Ability to pay attention to detail and maintain quality focus and professionalism.
- Computer literacy with dexterity in the use of Microsoft applications such as Microsoft Word, Excel, etc.
- Proven and excellent project management skill.
- Strong ability to attend to clients compassionately.

Education, Experience and Certification:

- Experience in Event Planning.
- Enrolled in post secondary school in related field.

Kemptville Pride Inc. is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Please send cover letter and resume to, Jen Crawford, Executive Director
@KemptvillePrideED@outlook.com by May 7th, 2021