



Programs and Events Coordinator

(temporary, part-time position)

Who are we?

The mission of Women Speak Up is to give women the tools and practical opportunities to use their voices with confidence, sharing their extraordinary stories within a supportive environment. We are dedicated to developing women for maximum positive impact at home, at work, in business, and in the community. Four key program areas drive our work: storytelling, coaching, community connections, and purposeful living. Purposeful living is a core philosophy we champion in our community. At [Women Speak Up](#), we encourage all women to seek to find greater meaning in life i.e. by asking themselves "why" often, to find the reason or purpose driving their dreams, desires, wants, interests, likes/dislikes and actions. We provide the information, tips, strategies, and support that will help women to live and take actions that are in alignment with their values or what matters most to them. We advocate for wider community engagement in areas of philanthropy and involvement to meet local needs.

The Role

We are looking for a competent Programs and Events Coordinator to facilitate the effective planning and management of events and programs. Working in collaboration with Chief Operating Officer/Executive Director, the management and volunteer teams, the Programs and Events Coordinator will provide leadership in planning, organizing, coordinating and executing a variety of programs and events that align with Women Speak Up's mission. This role requires excellent interpersonal, planning and organizational skills, attention to detail, competence in working with diverse teams, and the ability to manage multiple projects simultaneously. If you have further skills in digital events marketing, event promotion and communications as well, we'd like to meet you.

Main Duties and Responsibilities:

Event Planning and Coordination:

1. Develop a complete understanding of the requirements for every event.
2. Conducts short- and long-term planning and management for small to large events, including workshops, seminars, social events and community gatherings.
3. Conceives of and assembles creative and innovative event themes and attractions to enhance event experiences and goals.
4. Coordinate with speakers, vendors, and volunteers to ensure smooth event execution.
5. Assist in developing event timelines and ensure adherence to schedules.
6. Research vendors and make selections based on their cost, creativity, and quality.
7. Schedule volunteers as needed across all functions of an event (e.g. registration, setup, catering, audio/visual).
8. Mentors, and supervises event volunteers, and leads the events team to achieve organizational goals by working seamlessly with teams and outsourced service providers to host effective and inspiring events.

9. Handle day-to-day administration of events and programs, including order placements, booking and inspecting catering functions and meeting facilities, vendor monitoring, travel, restaurant reservations, attendee participation, registration counts, RSVP tracking, and issues resolution
10. Assist with drafting and finalizing of contracts.
11. Builds relationships with vendors and other business partners by researching and contracting with qualified, high-value service providers and nurturing partnerships with other organizations and businesses.
12. Attends industry events and seminars and keeps up with trends and best practices in the events planning industry.
13. Foster a positive, collaborative work environment

Program Development:

14. Collaborate with team members to create engaging and impactful event program content that support the organization's mission.
15. Monitor and evaluate event program effectiveness, adjusting as needed.

Budget Management:

16. Assist in developing and managing event and program budgets.
17. Track expenses and ensure all activities stay within budget.

Administrative Tasks:

18. Maintain accurate records of event and program activities.
19. Prepare reports on event results/outcomes and program performance.
20. Handle event registrations and respond to participant inquiries.

Qualifications and Experience

- Diploma/Certification in Event Management
- BSc/BA in Business Administration/Public Relations/Communications, or a related field.
- 2-3 years experience in leading and executing creative and successful events/programs.

Required Skills and Competencies

Required

- Knowledge of event planning, and program development and management processes.
- Shows strong project management skills, working effectively on multiple simultaneous projects with competing deadlines.
- Knowledge of budgeting and reporting.
- Ability to remain calm under pressure and maintain a customer-service mindset.
- Tech savvy, proficient in MS Office.
- Ability to work with diversity and multi-disciplinary teams.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication skills.
- Detail-oriented and efficient.
- Demonstrates excellent interpersonal skills, including negotiation, customer service and leadership skills.
- Ability to work flexible hours, including evenings and weekends, as needed.

Assets

- Experience working with non-profit organizations.
- Knowledge and experience working with colleagues in graphic design, sales, social media marketing, content creation and communications.
- Familiarity with bookkeeping and fundraising.
- Proficiency in event management software.

Terms & Conditions:

- **Terms of Employment:** Temporary; part-time (until March 31, 2026)
- **Location:** Ottawa and surrounding areas. A stable internet connection is required for remote work when applicable. **A stable internet connection is required for remote work when applicable.**
- **Hourly rate:** \$18.00/hr (20hrs per month)
- **Duration:** This position is for a fixed term ending on March 31, 2026.
- **Benefits:** CPP and EI contributions, vacation pay (4%) and sponsored training.
- **Deadline to apply:** April 25, 2025. **We are ideally looking to fill this role ASAP.**

How to Apply: We invite you to submit your resume and a cover letter to: jobs@womenspeakup.ca using the subject line "Programs and Events Coordinator." Must be legally authorized to work in Canada. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.