

Events & Special Projects Coordinator

- St. John's, NL



Founded in 1997, The Newfoundland & Labrador Organization of Women Entrepreneurs (NLOWE) has been supporting and encouraging women entrepreneurs for two decades. NLOWE's mandate is simple... provide programs and services that connect and support women within Newfoundland and Labrador to start, grow and advance their businesses.

NLOWE is currently recruiting a qualified individual for the following position:

Events & Special Projects Coordinator

If you are a talented individual that has a passion for event planning, logistics, report writing, and have exceptional communication and organizational skills; this might be the position you are looking for.

Reporting to the COO, **The Events and Special Projects Coordinator** will work closely with the NLOWE team to plan and manage logistics for all NLOWE events, including the NLOWE Conference and Entrepreneur of the Year Awards Gala, Annual Fundraiser and other events as directed. NLOWE has increased its capacity in virtual offerings and will require a dedicated person to handle all aspects of event management and logistics.

Responsibilities will include:

- Set up registration of events on NLOWE website (registration system), monitor registration and be point of contact for presenter and participants, regarding logistics, etc.;
- Work closely and support Marketing & Communications Coordinator in event execution and support as required in areas such as NLOWE's weekly update, quarterly magazine, and social media management;
- Report writing and database management will be required on a regular basis;
- Participate in other tasks and special projects as assigned by senior management.

Requirements for the position:

- The ideal candidate will possess a minimum of three (3) years experience in project/event management as well as a post secondary degree or diploma in business/event planning or related field;
- Applicants must be able to manage and meet deadlines for a variety of concurrent projects and events;
- Strong organizational skills and attention to detail is a must;
- Exceptional time management skills with the ability to work under multiple deadlines;
- Excellent computer knowledge – Microsoft Office, Word, Excel, and PowerPoint;
- Experience in InDesign to create event/design posters following NLOWE branding guidelines;
- Professional demeanor on phone, email, and in person;
- A self-starter with the ability to work independently as well as in a team.

This ad will remain open until suitable person has been selected.

To apply, please forward a cover letter, resume and three references to:

Suzanne Scott, Chief Operating Officer, NLOWE
Email: sscott@nlowe.org

We thank all who apply; however, only those selected for an interview will be contacted. No phone calls please.