

## **Conference and Event Planner Regular Full-time Position**

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

### **POSITION PURPOSE**

This position works with SOGC members, suppliers and internal resources to execute the logistics for numerous CME events (both in-person and virtual) throughout the year. This position involves travel to all CME events to handle on-site coordination.

### **KEY RESPONSIBILITIES**

- Overall responsibility for initiating and preparing meetings and programs, including budget preparation and monitoring, space and site selections, menu selection, room set-up and food requirements, audio visual, room blocks, and on-site management
- Negotiates contracts with hotels, Audio Visual companies, transportation suppliers, exhibit companies and other event suppliers
- Prepares annual budget for CME events and monitors variances on a continuous basis
- Supervises the meeting expense budget process, oversees deposits required by suppliers and reconciles all final bills
- Assists in creation and updating of CME websites

- Develops and submits reports with registration numbers, revenue and other information related to all meetings and programs as necessary
- Direct and oversees on-site staff to oversee logistics
- Accountable for the logistics of the Annual Clinical and Scientific Conference (ACSC), attended annually by 750 – 900 medical professionals; and numerous other CME events and meetings varying in size and scope
- Supports the Coordinator, Education & Scientific Program as required to enter speaker data and program content (ie; when required, during vacations)
- Assists the Business Development department to create exhibit floor plans, coordinate sponsored events and handle exhibit move-in onsite for regional CME's and assist with exhibit move-in onsite for the ACSC
- Provides the highest level of customer care to all SOGC members, exhibitors and sponsors
- Prepares final event reports for all CME's and ACSC

### **QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- A university degree or college diploma in business, tourism or hospitality administration or combination of relevant education and work experience in hospitality or tourism administration
- Certification relating to special events, meetings or conference management may be required
- Bilingualism (English/French) is mandatory
- Proficient Microsoft Office user (Excel, Outlook, Word, PowerPoint)
- Excellent customer service skills
- Strong written, oral, and interpersonal communication and documentation skill
- Demonstrated ability to multi-task with a high degree of accuracy
- Self-motivated and directed with keen attention to detail
- Demonstrated ability to effectively prioritize and execute tasks with minimal supervision
- Ability to work both independently and in a team-oriented, collaborative environment

### **ADDITIONAL JOB REQUIREMENTS**

- Ability to occasionally work weekends / overtime
- Some travel will be required

Please clearly demonstrate how you meet the requirements of the position in your application/cover letter.

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Should you be interested in this position, please submit your cover letter and resumé to [careers@sogc.com](mailto:careers@sogc.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.