



## **EVENT SERVICES COORDINATOR**

### **Join the Colleges Ontario team as an Event Services Coordinator!**

Colleges Ontario, the advocacy association for Ontario's 24 public colleges, is currently seeking to fill a vacancy for a full-time Event Services Coordinator to join our team. Reporting to the Senior Manager, Member Relations and Services, this role supports the planning, coordination, and delivery of engaging in-person events, including our flagship Higher Education Summit.

The successful candidate will work closely with internal teams, speakers, sponsors, and vendors to ensure events run smoothly. This position requires a highly motivated, proactive individual with strong organizational and administrative skills.

### **Location**

Our office in Toronto, Ontario, Canada – Hybrid

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### **Key Responsibilities**

#### **Event Planning & Coordination**

- Coordinate meetings with internal teams, speakers, sponsors, and vendors.
- Review and test event websites, registration systems, and apps.
- Prepare contracts, invoices, and sponsor review reports.
- Manage sponsor relationships and ensure sponsorship benefits are fulfilled.
- Maintain documentation, timelines, and project plans.
- Create and update presentation slides for main stage sessions.
- Update and proofread event materials, signage, prospectuses, and communications.
- Conduct research to identify potential speakers, sponsors, or exhibitors.

#### **Event Delivery & Onsite Support**

- Manage exhibit hall/trade show logistics, including setup, tear-down, and shipment of materials.
- Provide onsite support during events, including AV, room setup, and catering coordination.
- Follow up with speakers, sponsors, and delegates as needed.

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### **Qualifications**

- Post-secondary degree or diploma with at least two years of administrative experience and one year in event planning.
- Strong organizational, administrative, creative, interpersonal, problem-solving, time management, and communication skills.
- Proficiency in Microsoft Office Suite, Microsoft Project (including Gantt chart creation), Google Docs, and SharePoint.
- Proficient in English; bilingual English/French is an asset.

### Salary and application process

The current salary range for this position is \$65,000 - \$75,000

Interested candidates are to submit their **cover letter and resume as a single PDF document** by **February 25, 2026**, to Loretta Piattelli via email at [piattelli@collegesontario.org](mailto:piattelli@collegesontario.org).

Only those candidates short-listed for an interview will be contacted. Thank you for your interest in working with Colleges Ontario.

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**Our commitment to diversity:** We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We believe that the more inclusive we are, the better our work will be. We encourage all qualified applicants of all races, colors, religions, sexes, sexual orientations, gender identities, national origins, and disability statuses to apply. If at any stage in the selection process you require accommodations, please let us know the nature of the required accommodation.

**Transparency:** Colleges Ontario uses AI to draft job descriptions, with final versions reviewed and approved by human professionals to ensure accuracy, fairness and inclusivity.

For more information about Colleges Ontario, visit [www.collegesontario.org](http://www.collegesontario.org).