



Position: Events Coordinator & Administrator

Reports to: Vice-President, Corporate Services & Treasurer

About CEA and the Position

The Canadian Electricity Association is the voice for safe, secure, and sustainable electricity. Working together, Canadian electricity utilities and companies that provide products and services to the electricity sector ensure Canadian electricity is some of the cleanest in the world. CEA's corporate values are the following: we value our Members, our Team, Excellence, Leadership, and Innovation

The Corporate Services Group at CEA leads the association's Financial, IT and Human Resources functions. While this position reports to the Vice-President of Corporate Services, it would be responsible for event planning services for all of CEA's groups.

The Event Coordinator will be responsible for providing assistance to Vice Presidents, Corporate Secretary, Directors and Managers as required in all aspects of the planning and execution of Corporate Partner events and special CEA events. Also the Event Coordinator will be responsible for coordinating all of the administrative functions of the teams, including but not limited to, meeting and coordination; keeping membership lists up to date using CEA's Contact Management System (CMS); uploading documents to CEA's Powerline site; internal and external meeting scheduling; and other administrative duties as directed by the Vice-President, Corporate Services. Essentially, the ideal candidate for this position would have administrative functions running smoothly and seamlessly through forward thinking and planning.

KEY RESPONSIBILITIES

Meetings & Events coordination

- Develop and maintain a member meetings checklist to ensure all meeting components are accurately identified and covered.
- Coordinate as required the planning of Councils, Program and Committee meetings
- Provide aid as required in the planning and execution of Corporate Partner events and special CEA events: Centre of Excellence, CAMPUT, Hill Day, NLAD, Member-wide webinars, etc.
- Provide support with CEA annual awards ceremonies (ex OHS, SE, etc.)
- For virtual meeting, duties would include managing registration, setting up the virtual platform, test run and managing the logistics of the live event and meetings.
- Act as the in-house expert on virtual meeting platforms.
- Work with all staff and keep a running list of upcoming events to ensure there are no conflicts and liaising with Communications to ensure they are listed on website and published in monthly newsletter.



- Organize all the logistical components for face-to-face meeting and events; such as RSVPs, locations and requirements; arranging A/V, room set-up and catering; and reviewing related proposals, contracts and confirming invoices

Contact Management System (CMS) and Other Online Systems

- Work with staff to keep the Committee Membership Lists up to date on a monthly basis, through the CEA Contact Management System and inputted in a timely manner.
- Assist staff with creating, updating, and maintaining their committee SharePoint sites
- Assist new and existing staff with their CMS access for various committees and the Staff Corner
- Support with online platforms related to Corporate Services

Corporate Partner Coordination:

- As mentioned above, coordinate the logistical and technical components for Corporate partner webinars and events.
- Work with Communications to ensure Corporate Partners' events and webinar recordings are listed in CEA's Current Affairs newsletter as well as on the website and/or YouTube
- Other duties as directed by the Vice-President, Corporate Services.

SKILLS, QUALIFICATIONS & COMPETENCIES

- A College Diploma in event management, office administration, office management, or related discipline
- Minimum of 3 years of related work experience
- Demonstrated experience in event planning and logistical support (In-person & virtual): RFP creation, registration, hotel & A/V rate negotiation, ordering catering, BEO review and run of show creation
- Strong work ethic, highly organized with record-keeping, flexible and reliable;
- Strong customer service skills;
- Enthusiastic with the ability to work independently and take direction, work collaboratively and adapt to shifting priorities;
- Good attention to detail;
- Highly adept with relevant software such as MS Outlook, Excel, Word and Adobe Acrobat, as well as SharePoint, Salesforce and cloud-based corporate portals, i.e. CMS;
- Strong knowledge of various platforms: Zoom, MS Teams, GoToWebinar, Eventbrite etc. for setting up virtual events and providing related technical support
- Form & Survey Building & Reporting (Formstack, SurveyMonkey (Momentive), Office Forms)
- Ability to maintain attention to detail while working on multiple projects and events during peak times of year
- Good written and verbal communication skills in English – capabilities in French an asset