



CSEP Manager of Events

Who we are:

The Canadian Society for Exercise Physiology (CSEP) is a national not-for-profit organization and the principal body for physical activity, health and fitness research and personal training in Canada.

- Our mission: To champion excellence in the application, certification and advancement of evidence-informed exercise science research and practice.
- Our vision: The health, fitness and athletic performance of all Canadians is optimized through the science of exercise.

Who you are:

We're looking for someone passionate about our vision, mission and brand. You are an experienced, energetic project management professional with expertise in executing phenomenal event experiences. We're searching for someone who brings project management excellence, creativity, curiosity, and determination. We're recruiting for a leader with the ability to organize multiple event projects simultaneously, while providing the personal engagement required so all attendees (registrants, exhibitors, presenters, sponsors) feel embraced in the experience. You're an impeccable team player and communicator so everyone knows how you're working toward our big picture goals, and everyone wants in on the action.

You are highly organized with professional project management capacity to plan and execute events ranging from 50 to 1000 attendees in virtual, hybrid and in person formats. You have:

- Contract negotiation expertise to ensure the financial viability and risk management of our programs.
- Excellent target audience management skills and the ability to support diverse audiences at all levels within the organization and externally.
- Superior written and verbal communication and delivery skills enabling you to influence and establish credibility with stakeholders (French fluency is a strong asset).
- Strong influencing and negotiation skills.
- Excellent organizational and time management skills to meet fixed deadlines, initiate and follow-up on actions; detailed-oriented to be able to manage the smallest details.
- Computer Skills: Event management software (Pheedloop and Fourwaves considered an asset), Monday.com (or similar project management software), MS Office Suite, analytics/business insights tools such as SurveyMonkey, Photoshop/Canva.
- Ability to multitask and work efficiently under pressure.
- A clear sense of urgency to achieve results with a "can-do", "let's make it happen" attitude.
- A high level of self-awareness and self-regulation.

What you will do in this role:

This role reports to the VP of Operations. The Manager of Events:

- Provides the leadership to our annual scientific conference planning in collaboration with the Local Organizing Committee. Our 2024 annual conference attracted 500 in-person delegates and another 400 online.
- Works with a 3rd party to participate in site selection, contract negotiation (venue, tourism, travel, audio-visual, food and beverage), entertainment planning, schedule and other planning activities.
- Supports the development and execution of Professional Development workshops and webinars, Board retreats and explores the creation of new event activities and event related partnership opportunities across Canada.

Other key competencies:

- Ability to promote innovation and creativity within this functional area of operations and work collaboratively with cross-team members in an integrated manner.
- Ability to manage multiple projects independently.
- Experience identifying challenges and emerging issues faced by the organization related to event operations.
- Knowledge related to enhancing our Customer Experience and Engagement metrics using data from past events to inform future planning recommendations and decisions.
- Experience monitoring trends and best practices, propose and implement continuous improvement.
- Strong interest in contributing to our positive culture and living CSEP's core values.
- A continuous learning, passionate and determined mindset.
- High follow through on work commitments and stops at nothing to deliver exceptional results.

Experience and education:

- Proven experience creating, organizing, and executing events of all sizes (such as conferences, education events, weddings, meetings, parties, and corporate events).
- Experience managing call for abstracts for scientific conferences, considered a strong asset.
- Event Management Certification (Certified Meeting Professional (CMP), Certificate in Meeting Management (CMM), or Certified Special Events Professional) considered a strong asset.
- 5+ years of related project management and event experience.
- Relevant post-secondary diploma/degree or equivalent experience.

Compensation and perks:

The salary range for this position is \$60,000 to 70,000 per year, based on skill and experience. Additionally, this full-time, permanent position comes with:

- An attractive benefits package paid entirely by CSEP;
- Matching RRSP contributions;
- A commitment to ongoing professional development;
- A flexible, hybrid work environment; and
- Opportunities to be part of a passionate team at world class events in the exercise science domain.

How to apply

- Submit a current resume and cover letter to careers@businesssherpagroup.com highlighting your portfolio of experience and expertise; applications without a cover letter will not be considered.
- Applications will be reviewed on a rotating basis with a deadline of **Tuesday, June 24, 2025** to apply.
- Only those candidates being considered for the role will be contacted.

The Canadian Society for Exercise Physiology is committed to equity, diversity and inclusion in all aspects of the Society's business. CSEP welcomes applications and participation from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Should you require accommodation, please indicate this in your cover letter.