



September 2026

Position: Conference and Programs Coordinator

Who We Are

AMMI Canada is a national not-for-profit professional association representing physicians, clinical microbiologists, and researchers specializing in medical microbiology and infectious diseases.

Guided by our vision **Fewer infections. Fewer outbreaks. Healthier communities.**, we advance education, research, innovation, and advocacy to improve the prevention, diagnosis, and treatment of infections across Canada.

Position Overview

Reporting to the Executive Director, the **Conference and Programs Coordinator** supports the planning and delivery of AMMI Canada meetings, educational programs, and events, with a primary focus on the Annual Conference.

The successful candidate will be organized, proactive, detail-oriented, and comfortable managing multiple priorities in collaboration with staff, committees, speakers, sponsors, and external suppliers.

Key Responsibilities

Annual Conference

- Coordinate conference logistics, timelines, and deliverables under the direction of the Executive Director.
- Coordinate and assist with Abstracts and Case Reports logistics, including the submission site, review process, presenter communications, scheduling, and preparation of the abstract supplement.
- Support program development and scheduling.
- Coordinate suppliers, including venues, hotels, audiovisual and registration providers, exhibit services, and other contractors.
- Assist with preparing and coordinating venue and supplier RFPs.
- Coordinate sponsor and exhibitor communications, logistics, deliverables, and benefit fulfilment.
- Coordinate speaker travel, accommodation, reimbursements, presentation requirements, and on-site support.
- Coordinate room setups, food and beverage, staging, signage, floorplans, and exhibit-hall logistics.
- Prepare and proof conference materials, website content, and communications.
- Provide on-site coordination and respond to operational issues.
- Perform other cross-functional duties as assigned, recognizing that flexibility and shared responsibilities are essential within a small team.

Educational Programs and Meetings

- Maintain the master program schedule and coordinate session logistics for educational activities.
- Coordinate speaker invitations, confirmations, communications, and presentation requirements.
- Prepare program communications, website updates, listserv messages, and social media content.
- Coordinate technical requirements for virtual and hybrid programs.
- Arrange Council meetings and the Annual General Meeting, including venues, audiovisual services, catering, technology, invitations, agendas, and supporting materials.

Qualifications and Essential Skills

- Post-secondary education in event management, hospitality, business administration, communications, or a related field, or an equivalent combination of education and experience.
- Two to four years of experience coordinating conferences, meetings, or large-scale events, preferably in an association, healthcare, academic, or non-profit environment.
- Experience coordinating multi-session events and managing timelines, deliverables, and competing priorities.
- Experience coordinating speaker travel, accommodation, and presentation requirements.
- Sponsorship or exhibitor coordination experience is an asset.
- Strong written and verbal communication skills.
- Bilingualism in English and French is considered an asset.
- Proficiency with:
 - Microsoft Office
 - Apple computers and macOS
 - Event registration platforms or membership databases
 - Website content management systems, such as WordPress
 - Email and survey tools, such as Mailchimp and SimplySurvey
 - Virtual meeting platforms, such as Zoom and Microsoft Teams

Personal Attributes

- Organized, detail-oriented, proactive, and resourceful.
- Warm, professional, collaborative, and member focused.
- Calm and solution-oriented in fast-paced situations.
- Demonstrates sound judgment, discretion, and reliability.
- Committed to quality, continuous improvement, and teamwork.

Work Environment and Expectations

- Works effectively independently and as part of a small team.
- Comfortable managing evolving priorities in a remote or hybrid environment.
- Travel is required, approximately three to four trips per year are required, primarily within Canada. Occasional international travel may also be required.

The starting salary for this position is **\$45,000 CDN annually**, with the final salary determined based on the successful candidate's education and experience. Benefits are available following successful completion of the probationary period.

How to Apply

Interested candidates are encouraged to apply as soon as possible. Please submit a letter of interest and CV to meetings@ammi.ca by **noon Eastern Time on Monday, September 28, 2026**.

We thank all applicants for their interest; however, only those whose backgrounds most closely match the requirements of the position will be contacted. Please do not call the office.