

Position Title: Events Specialist
Location: Ottawa, Ontario (Hybrid)
Reports To: Manager, Events
Type: Full-Time

Position Overview

The Events Specialist plays a vital role in the successful planning, execution, and evaluation of the County of Carleton Law Association's (CCLA) conferences, CPD programs, and signature events, including the Annual Gala. This is a hands-on role requiring exceptional attention to detail, strong project coordination skills, and the ability to manage multiple moving parts in a fast-paced environment. The successful candidate will balance behind-the-scenes logistics with onsite leadership and a passion for delivering outstanding member experiences.

Key Responsibilities

1. Strategic Planning & Coordination

- Develop and manage the annual events calendar, ensuring alignment with organizational goals and priorities.
- Define event objectives and themes in collaboration with internal teams and volunteer committees.
- Prepare and maintain detailed workbacks, timelines, and checklists for each event.

2. Program Development

- Coordinate invitations, materials, and communications for speakers, moderators, and panelists.
- Liaise with the Law Society of Ontario to ensure CPD accreditation compliance.
- Track speaker bios, presentations, and session details.

3. Event Logistics & Onsite Management

- Coordinate all logistics including venue bookings, catering, audiovisual, accessibility needs, room setups, and signage.

- Manage event registration systems, prepare name badges and materials, and troubleshoot any onsite issues.
- Act as lead contact during events — setting up, managing schedules, supporting speakers, and ensuring smooth execution.
- Travel within Ontario and Western Quebec as needed for CCLA events (approx. 20% during peak periods - notably in the Spring and Fall).

4. Vendor & Sponsor Management

- Liaise with vendors, venues, exhibitors, and contractors to ensure deliverables and contracts are fulfilled.
- Support the execution of sponsorship benefits and exhibitor logistics, including booth placement, signage, and acknowledgment.

5. Marketing & Promotion Support

- Collaborate with communications and design teams to develop promotional materials and campaigns.
- Assist with social media content, event pages, emails, and newsletters to support registration and engagement.
- Maintain consistency with CCLA brand guidelines across all materials.

6. Data & Registration Management

- Set up and monitor online registration platforms; manage attendee lists, dietary needs, confirmations, and payment processing.
- Prepare and distribute conference agendas, materials, and surveys.
- Maintain historical records (budgets, themes, speakers, evaluations) for future planning.

7. Post-Event Reporting & Evaluation

- Coordinate attendee feedback surveys, analyze data, and prepare summary reports with recommendations.
 - Manage thank-you communications for speakers, sponsors, and volunteers.
 - Support financial reconciliation and budget tracking post-event.
-

Qualifications

- Postsecondary education in Event Management, Marketing, Communications, and/or a related field.
 - Minimum of 4 years of hands-on event experience in a professional association, nonprofit, legal, or similar environment.
 - CMP (Certified Meeting Professional) or related certification is an asset.
 - Proven ability to manage conferences and events from planning through execution.
 - Strong organizational skills and ability to manage multiple deadlines.
 - Excellent written and verbal communication skills.
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher)
 - Proficiency with even support programs such as Canva, WordPress, and Zoom; experience with event production tools such as Mailchimp, CRM systems, and event platforms (i.e. YMC, POS) is required.
 - Ability to lift and transport event materials (up to 30 lbs).
 - Possess a valid driver's license.
 - Availability to work evenings and weekends as required for events; Travel within Ontario and Western Quebec as needed for CCLA events (approx. 20% during peak periods - notably in the Spring and Fall).
 - Bilingualism (French), is an asset.
-

Personal Attributes

- Proactive, resourceful, and solutions-oriented
- Calm under pressure and adaptable to change
- Collaborative team player with a strong service ethic
- Strong customer service ethic and philosophy
- Strategic and creative thinker, with a hands-on approach
- Proactive, flexible thinker, and detail-oriented
- Able to quickly adapt, problem-solve, and manage multiple competing priorities

- Committed to supporting the legal profession and access to justice
-

Why Join Us

At the CCLA, you'll be part of a dynamic and mission-driven team delivering high-impact programs to a vibrant legal community. This role offers a balance of independence and collaboration, responsibility and creativity — perfect for someone passionate about logistics, events, and meaningful community engagement.

Who is the County of Carleton Law Association (CCLA)

The County of Carleton Law Association has been in existence since 1888. It is an Association of over 1400 members who are lawyers in the County. However, under the philosophy of universal access and universal funding, endorsed by the County and District Law Presidents' Association and approved by the Law Society of Upper Canada the law library may be used by any member of the Law Society of Upper Canada.

The objectives of the County of Carleton Law Association are:

To advance the interests of its members and promote the administration of justice by:

- Providing an accessible, quality law library to its members.
- Providing quality and affordable continuing legal education programs to Ottawa and Eastern Ontario lawyers.
- Advancing the interests of its members in the practice of law, and rule of law.
- Promoting liaison among its members, the Judiciary, and the government of the day.
- Providing guidance and leadership to its members in the challenges facing the profession.
- Promoting collegiality among its members in the interests of the profession.

Interested in the role?

Please send us your CV and cover letter to: opps@ccla-abcc.ca.

Please note only eligible applicants will be contacted for the position.