



## **Canadian Society of Allergy and Clinical Immunology Education and Event Planner**

The Canadian Society of Allergy and Clinical Immunology (CSACI) is a National Specialty Society that has just over 500 members who are allergists and clinical immunologists across Canada.

The CSACI is an Accredited Provider of the Royal College of Physicians and Surgeons of Canada Maintenance of Certification Program.

We are seeking a dynamic individual who understands the importance of continuing professional development and lifelong learning for our members.

The Education and Event Planner will provide leadership to our education strategy and work plan and would work closely with members of the CSACI Education Committee and other program committees.

### **Attributes of the ideal candidate**

- Has several years experience of conference planning in an association or not-for-profit environment.
- Possesses a strong working knowledge of Royal College accreditation standards.
- Has excellent interpersonal and communications skills – bilingualism is an asset.
- Demonstrates an ability to prioritize and to successfully manage multiple competing priorities and deadlines.
- Superior organizational and project management skills.

### **Responsibilities**

- Managing all aspects of conference planning: program, speakers, sponsors, exhibit hall, catering, room set-ups, audiovisual, hotel room block, registration, evaluations.
- Developing in-person and online educational activities including the CSACI Annual Scientific Meeting
- Liaising with speakers and presenters of educational activities
- Managing workflow of the CSACI education strategy and work plan
- Working with committee members to coordinate development of educational activities

- Working with the CSACI Education Committee to ensure educational activities meet educational standards of the Royal College of Physicians and Surgeons of Canada
- Organizing and managing teleconferences, Zoom meetings, in-person business meetings
- Creating event communications
- Management of the abstract submission process
- Creating post-event evaluations and analysis
- Maintaining meeting website, mobile app, and social media outlets
- Administration of committees

### **Essential experience, qualifications, and knowledge**

- 3-5 years of experience with all aspects of conference planning
- Ability to work independently while managing several simultaneous projects
- Experience with updating websites and working with social media platforms
- Experience working with corporate stakeholders and sponsors
- Exhibit hall management experience
- Familiarity with Royal College accreditation standards
- Experience working with volunteers.
- Knowledge of Microsoft Office, including graphic design software.
- Experience with Wild Apricot is an asset

*The successful candidate would be working from home. Travel required 2-3 times per year.*

*Salary expectations to commensurate with experience*

Please send cover letter and resume with salary expectations to Ms. Jasmin Lidington at [jlidington@csaci.ca](mailto:jlidington@csaci.ca) by January 31<sup>st</sup>, 2023.