



NATIONAL JUDICIAL INSTITUTE
INSTITUT NATIONAL DE LA MAGISTRATURE

EVENTS COORDINATOR

The National Judicial Institute (NJI) is an independent, bilingual, not-for-profit organization, based in Ottawa and Montreal, with a mandate to provide continuing education to members of the judiciary across Canada. An acknowledged world leader in the design and delivery of judicial education, the NJI also shares its expertise in judicial training abroad. In its international work, the NJI seeks to strengthen the rule of law through judicial education and judicial reform.

Since its inception in 1988, the NJI has offered in-person programs and a wide range of digital resources designed to foster judicial excellence. As part of its curriculum, the NJI delivers over 70 in-person judicial education programs each year. The NJI's digital resources include self-study courses, Electronic Bench Books, podcasts, videos, judge-facing tools, and more. Alone or in partnership with courts and other organizations, the NJI delivers the majority of the education provided to judges in Canada.

The NJI is seeking to staff an anticipatory Events Coordinator (Program Officer) position within the In-Person Education Department. This is a definite position with a duration of up to nine (9) months. This position is based in Ottawa and requires fluency in both official languages.

RESPONSIBILITIES

The Program Officer is part of a Program team responsible for the design and delivery of in-person judicial education programs. Working in close collaboration with a program's judicial planning committee, they, under the supervision and guidance of their manager or Lead Program Officer, coordinate the process for effective planning, development, delivery, and evaluation of judicial education in-person programs and perform tasks associated with this process.

These tasks include: organize and participate in internal and external program planning sessions; create and finalize program agendas with planning committees; coordinate and prepare all course and conference materials; communicate with planning committees, external suppliers and program participants; assist in managing all phases of program delivery

(including registration, set-up, logistical assistance during programs, and evaluation and wrap-up of program activities); and help to ensure that all of the above occur within budget and on deadline.

Who You Are

You enjoy working as part of a collaborative team while being comfortable taking initiative independently. Highly organized and detail-oriented, you can manage multiple priorities and adapt as needs change to keep projects on track and meet deadlines. You communicate clearly, approach challenges with a solutions-focused mindset, and value contributing positively to a supportive, team-based environment.

QUALIFICATIONS

Essential

1. Post-secondary degree or diploma (or: an equivalent combination of experience, training and education);
2. Minimum of 2 years of experience in event planning or project management;
3. Fluently bilingual in French and English (R/W/O); and
4. Proficiency with Microsoft 365.

Desirable

1. Proficiency in Project Management Software, such as Asana.

COMPENSATION

Compensation is to be determined at the time of hiring, based on the successful candidate's experience and profile, within represented salary band 3: \$52,504 – \$65,630 annually.

What We Offer

- A hybrid work environment – allowing you the best of both working from home and in person, in a collaborative team environment.
- A competitive salary with step increases based on experience.
- Employer-paid health and dental benefits, starting on your first day with us.
- A competitive vacation package with an annual holiday closure.
- Work-life balance, including personal days, and schedule flexibility.
- Organization-wide social events and training opportunities.

- A meaningful career supporting education for judges on topics that matter to all Canadians.

We invite interested candidates to submit their application (resume and cover letter) via:

<https://secure.collage.co/jobs/nji/61184>

We would appreciate receiving applications before April 20, 2026.

While we appreciate all responses, only candidates under consideration will be contacted. The National Judicial Institute is an equal opportunity employer and is committed to providing employment accommodation in accordance with provincial Human Rights and Accessibility legislation. If contacted for an interview or employment testing, please advise Human Resources if you require accommodation.

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