



The Professional Institute
of the Public Service
of Canada

L'Institut professionnel
de la fonction publique
du Canada

Events & Systems Specialist

Internal/External
Backfill

Division: Corporate Services

City: Ottawa, ON

Type of position: Hybrid

Job Term: Permanent Full-time (35 hours per week)

Union/Non: IAM local 3011

Eligibility: Applicant must either be a Canadian citizen or a permanent resident eligible to work in Canada

Competition: 26-37

The **Professional Institute of the Public Service of Canada (PIPSC)**, a national union representing over 80,000 professionals and scientists across Canada, is seeking an **Events & Systems Specialist** to join our team at our National Office in Ottawa.

PIPSC/IPFPC is committed to building an inclusive workplace where diversity of thought – and of people – are recognized, valued, and considered essential to achieving our goals and objectives. We are making concerted efforts to foster a workforce that is representative of our diverse membership. We strive to create a work environment that is welcoming to everyone regardless of their gender, age, religion, race, ethnicity, and nationality, particularly equity deserving groups, such as members of the IBPOC, 2SLGBTQIA+ communities, and people living with disabilities.

All qualified candidates will be considered; however, in support of achieving a diversified workforce we encourage applications for this opportunity from candidates belonging to one of the employment equity groups: Indigenous peoples (First Nations, Metis or Inuit), peoples of colour or persons with a disability. Consideration will be given to a qualified candidate who, at the time of application, voluntarily indicates being part of these groups.

What can I expect to do in this role?

Under the direction of the Director, Corporate Services and reporting to the Manager, Travel, Meetings and Events, the Events and Systems Specialist provide system expertise and user support, manages system configuration and enhancements, ensures data integrity and reporting, and collaborates with internal stakeholders and external partners to support efficient, compliant, and cost-effective events and operational outcomes.

The Events and Systems Specialist is also responsible for planning and delivering Institute meetings and events while ensuring the effective administration of the Institute's travel, meetings, and events management systems. The role conducts market analysis, negotiates with venues and vendors, and coordinates logistics for major corporate and governance-related meetings.

Primary responsibilities:

- Conduct market analysis and vendor negotiations by engaging venues, hotels, vendors, and tourism bureaus to source suitable locations and services for meetings and events; negotiate costs and arrangements and provide recommendations to support sound financial and operational decision-making by management.
- Lead the planning and execution of Corporate Services-led meetings and events, including but not limited to the National Annual General Meeting (AGM), staff conferences, summits, workshops, and special events, overseeing all logistical phases from planning through post-event reconciliation in collaboration with internal and external stakeholders.
- Coordinate and support strategic Institute meetings and events, including those involving the Board of Directors, Board Committees, and other governance or strategic meetings, ensuring effective event management system setup in conjunction with the designated staff resources, if applicable.

- Provide subject matter expertise and user support on event and meeting systems, including advising staff, promoting best practices, and delivering training to stakeholders and system users.
- Administer the event management system, including system configuration, service provider setup, user roles, access controls, security settings, custom fields, data tags, and integrations with internal and external applications to ensure alignment with Institute policies and operational needs.
- Manage and make recommendations on system enhancements and vendor relationships by liaising with external software providers to assess system performance, evaluate platform updates, recommend improvements, and coordinate testing and migration of new functionality across development, test, and production environments based on Institute requirements.
- Develop and maintain system documentation and training resources, including user guides, workflows, templates, and related materials, and provide ongoing training and support to staff and system users.
- Ensure data integrity and system quality through ongoing monitoring, data validation, and maintenance, including identifying and resolving duplicate or incomplete records and addressing systemic data issues.
- Prepare reports and dashboards and analyze system and event data to identify trends, support compliance, and recommend improvements to processes, system functionality, and service delivery.
- Collaborate on cross-functional initiatives and special projects, working with internal departments and external partners to support operational objectives.
- Act as the primary point of contact for Corporate Service led events related communications managing the inbox to address inquiries and updates for members and staff.
- Perform other related duties as assigned.

Knowledge and Experience Requirements

Education / Experience:

- Completion of a related degree or diploma and an Events Management certification, and
- Three (3) to five (5) years experience in event management and event management technology / platform support, or
- An equivalent combination of education and experience.
- Experience with the Cvent systems application platform would be an asset.

Language requirement:

- Fluency in both French and English is **an asset**
- English is required

Skills and experience required:

- Experience managing several concurrent corporate events and onsite event management.
- Event management systems experience (Cvent, and Concur Travel would be an asset).
- Knowledge of the Institute's mission, structure and meetings/travel policy.
- Proficiency with technology and the use of web-based applications.
- General understanding of data analysis for reporting purposes.
- Strong proficiency with Microsoft Office and Google G-suite.
- Familiarity with project management practice
- Strong organizational skills and ability to multi-task.
- Excellent verbal and written communication skills.
- Creative and innovative thinker and planner

Compensation Package

- **Salary Range:** \$87,359 to \$109,201 (G5)
- **Group Benefits:** Health, Dental, life Insurance and disability Insurance
- **Pension Plan:** Defined Benefits
- **Vacation:** 4 weeks per year, plus other generous paid leave

- **Paid Time Off:** December 27th to 31st

Note

Preference will be given in accordance with the provisions of the Collective Agreement for the IAM Local 3011 bargaining unit.

How to apply

You are invited to visit our Career Centre via the following link ([ADP Career Centre](#)) to submit your application. Applications must be received by **4:00 p.m. (EST) on July 10, 2026**.

Submit a **cover letter** and **resume** tailored to the qualifications outlined in the job posting. Your documents should include specific examples that clearly demonstrate how you meet the requirements of this position, as your application will be evaluated based solely on the information provided.

If you require accommodation for a disability during the recruitment process, please contact us with your details. Our Staffing team will respond within 48 hours, and all information related to accommodation requests will be handled confidentially.

We are committed to creating an inclusive, psychologically safe, harassment-free, and accessible work environment, starting from the recruitment process.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.