



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2023/06/08

## Events Specialist - NIA

<b>Job ID</b>	<b>371580-1-8374</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=371580-1-8374">https://careers.indigenous.link/viewjob?jobname=371580-1-8374</a>
<b>Company</b>	Toronto Metropolitan University
<b>Location</b>	Toronto, ON
<b>Date Posted</b>	From: 2023-02-01 To: 2050-01-01
<b>Job</b>	Type: Part-time Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team

The National Institute on Ageing (NIA) is a Toronto Metropolitan University think tank focused on the realities of Canada's ageing population. The NIA aims to improve outcomes for Canadians as they age through better health-care and retirement-planning policies, as well as encouraging Canadians to make better, more informed decisions about their health and wealth. Our mission is to help governments, health-care systems, the financial sector, businesses and Canadian families to enhance successful ageing through evidence-based policy initiatives and to make Canada the best place to grow up and grow old.

#### The Opportunity

Are you a **#bold** event management professional Are you passionate about supporting Canada's ageing population We have a meaningful and exciting opportunity as part of the National Institute on Ageing. Read on to find out more about the Events Specialist position and how you can support the innovative and groundbreaking work done by the NIA. The Events Specialist

coordinates the planning, implementation and logistical support for events and other special projects to enhance the reputation of the department/faculty, including planning, on-site event management and follow-up. They administer the day-to-day operations of the unit including budgets, and develop and execute event work plans using project management tools. Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree in project/event management, hospitality and tourism management or a related field.
- A minimum of 3 years' experience coordinating small, medium and large-scale events, preferably in an educational, corporate or public setting.
- Experience overseeing all aspects of an event.
- Knowledge of event coordination and management planning, budgeting, and reporting practices and processes
- Excellent on-site management skills and promotion planning, skills

#### Additional Information

Position Number(s) 20004224

Reports To Manager, Operations and Special Projects

Vacancy Type TERM

Employee Group OPSEU

Work Location Hybrid

Start Date ASAP

End Date 1 year from start date

Hours of Work 36.25

Grade and Step 11

Salary Scale \$66,620.63 - \$79,548.49 per annum

(Hiring Salary Range: \$66,620.63 - \$72,798.18 per annum)

HR Advisor Claudiu

Application Close Date February 24, 2023

#### Additional Notes:

- Qualified OPSEU candidates will be considered before members of other employee groups.
- This is a term vacancy with a guarantee to return to home for OPSEU FTCE employees only.
- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.

- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: [hr@ryerson.ca](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Events Specialist - NIA