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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Officer, Event Planning (Position Can Be Located Anywhere In Canada)

Job ID	**73-02-BC-EB-3D-B3**	
Web Address	https://careers.indigenous.link/viewjob?jobname=73-02-BC-EB-3D-B3	
Company	Canada Mortgage And Housing Corporation (CMHC)	
Location	Ottawa, Across Canada	
Date Posted	From: 2020-05-21	To: 2020-06-20
Job	Type: Full-time	Category: Miscellaneous
Languages	Bilingual (English And French)	

Description

Sector: Policy and Innovation
Language Designation: Bilingual
Language Skill Levels (Read/Write/Speak): CBC
Salary Range: $53795.00 to $67243.75
Position Status: Permanent Full Time
Weâ€™re not your typical government agency
Canada Mortgage and Housing Corporation (CMHC) exists for a single reason: to make housing affordable for everyone in Canada. Weâ€™re mobilizing the expertise and energy of governments, non-profits, lenders, developers, social entrepreneurs and co-ops to create the future of housing. At CMHC, we believe that everyone in Canada should have a place to call home.
Experience a Results-Only Work Environmentâ„¢ (ROWEâ„¢)
At CMHC, we trust you to get the job done. Weâ€™ve shifted from managing people to managing work. Each employee is 100% autonomous and 100% accountable. You can choose where you need to be and when you need to be there to meet your objectives. Youâ€™re in control of your time and are trusted to make the right decisions.
This position reports to the Housing Policy team in our Policy and Innovation sector. In this sector, we accelerate housing affordability through evidence-based policy, research and disruptive innovation.
About the role
Weâ€™re constantly evolving to build an inclusive housing system through research, design, innovation and partnerships. You will provide project management and expert advice on all corporate events, including board and senior management meetings and functions. You will supervise the on-site operations of events and makes related decisions to ensure compliance with policies, client requirements and specifications. You will provide financial planning and administration to the Corporate Secretariat. This will help us make housing affordable for everyone in Canada.
What you will need
* Post-secondary education with experience in conference and event planning industry, including contracting policy, facilities planning, protocol, public relations and principal suppliers.
* Minimum three years experience in a related occupation.
* Solid experience in planning and managing events.
* Ability to forge strong relationships with Business Line Coordinators.
* Great organization skills.
* Good communication skills.
* Strong negotiation skills, particularly with respect to contracts.
* Experience managing a budget.
* Possible Project Management Certification (PMP) would be beneficial (additional asset).
What you will be doing
Planning and Project Management
* Provides project management and meeting planning services in support of the Board and Committee meetings, Senior Management Committees and Corporate Events.
* Assists the senior officers with the organization of management committees, attends management committees and develops relevant action lists.
* Arranges for board members' training and related events. Ensures that the training complies with related corporate policies and that required approvals are sought. Coordinates board members' related logistical requirements.
* Supervises the work of a clerical position.
Negotiation and Compliance
* Negotiates corporate event/meeting contracts, including costs, to ensure reasonableness and value for money. Maintains effective relationships with an inventory of service providers.
* Drawing on knowledge of the procurement policy, and experience with the RPPS system, coordinates all contracts and procurement matters for Corporate Secretariat.
* Ensures contracts are compliant with corporate policy, including TBS directives.
Financial Planning/Management
* Budget forecasting analysis and general administrative financial tasks (e.g. payment of invoices and preparation of quarterly accruals).
* Payment coordination of board membersâ€™ per diems, retainers and travel expenses; prepares quarterly disclosure reports of board members' expenses to be included on CMHC's web.

* Ensures that the finance dashboard of CS budgets is accurate and reconciles monthly statements.
* Incumbent understands budget variances and regularly responds to inquiries from Finance about expenditures and variances from budget. Liaison with finance on any issues; produces reports as needed.
* Prepares quarterly accruals.

People Leadership (Human Relations Skills)

* Understanding, influencing and/or serving people are important considerations in causing actions or acceptance by others.

How to Apply

Does this sound like you

Click the â€œapply nowâ€• button and create an account (it should take about 30 seconds). Weâ€™re excited to hear from you!

Posting closing date: May 30, 2020 @ 11:59 pm EST (Note, the competition may remain active until filled).

Job Requisition ID: 4617

Primary Location: Ottawa, Ontario

Security Requirement: Secret

Travel Requirement: Occasional

We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.