

Event Coordinator Thunder Bay – 2-year contract

Do you like events? We do too. Online, in-person, and hybrid for major conferences, small workshops, and everything in between. Northern Policy Institute is Northern Ontario's premier think tank. We need you to help us bring our friends and neighbours together to build stronger regions across Northern Ontario.

We are seeking a full-time Event Coordinator for a 2-year contract (**renewable**) in **Thunder Bay, Ontario**. For information about the community of Thunder Bay, please visit:

<https://www.thunderbay.ca/en/index.aspx>

The Event Coordinator is responsible for planning and running all NPI events. Our communications and research teams will help with marketing, speaker recruitment, and sponsorship. Your job will be to make the magic happen. Working with event venues, AV contractors, caterers, hotels, and travel providers you will ensure all the little details are handled. As the primary contact for attendees, presenters, and event partners you will make their experience seamless and memorable.

Communications, public relations, and marketing graduates may find this position especially rewarding. But anyone interested in bringing people together for a positive and enriching experience should apply. University or college graduates (with some practical experience) are preferred, **but do not self-select**. If you have some experience and are eager to get more, please apply. Bilingualism would be an advantage. Multilingualism, or a special knowledge of Northern Ontario would also be assets.

Candidates are asked to provide a one paragraph statement as to why they have applied for the position in this specific community. Applications that do not include this information may not be considered. Northern Policy Institute appreciates all expressions of interest; **only candidates who are to be interviewed will be contacted**. The salary range for this position is **\$40,000-\$45,000** per year (plus benefits).

Northern Policy Institute values the ability to engage with the community in both official languages. **An increment of \$2,000 over and above base salary is available for those who can fluently speak both French and English in a professional setting.**

Deadline for applications is **midnight eastern time 23 May 2022**. Expected start date is 13 June 2022. Please forward a cover letter, resume and references to hr@northernpolicy.ca with **Event Coordinator** in the subject line.

*When considering applications from two equally qualified candidates, NPI **will give preference to First Nation, Métis, Inuit, or Francophone candidates**. Candidates coming from rural or remote northern communities or with a stated interest in working in northern regions in the future will also be given special preference. If any of these characteristics apply to you, **we encourage you to voluntarily state this in your cover letter.***