



The Business Voice Of Europe

Job Description – Event/Communication coordinator

ABOUT EUCCAN

Supported by the Delegation of the European Union, the EU Chamber of Commerce in Canada (EUCCAN) acts as the business voice of the EU in Canada. It is a key resource and main point of contact for EU businesses in Canada and for EU businesses seeking to enter the Canadian market.

EUCCAN advocates for EU companies at all levels of government (municipal, provincial, and federal), identifying challenges and opportunities of doing business in Canada, addressing common affairs and voicing business interests and recommendations to the EU and Canadian governments. EUCCAN is a fully remote organization.

ABOUT THE JOB

Working under the supervision of the Executive Director (ED), the Event coordinator will actively contribute to the organization of the EU-Canada business day and other events. EU-Canada business day will be held in April 2022, online for the second edition. This online event replaces the Europe days that were organized across Canada pre-pandemic. In 2021 and for the first edition, the event gathered almost 400 people online. Other events like online webinars and/or workshops might be organized during the period of the contract.

The successful candidate will be able to manage events and address potential problems that may arise, will have an interest in EU and Canada trade/investment relations, and will enjoy working independently, as part of a small and strongly motivated team in a fast-paced multicultural setting.

JOB DESCRIPTION

Event

- *EU-Canada Business Day:*

Together with the ED and the advocacy/policy officer, **conceptualize** the event:

- Create the agenda
- List the potential speakers and moderators
- Establish criteria for the best online platform to use
- List the potential partners and sponsors
- Develop the communication plan (social media, newsletter...)

Organize the event:

- Set-up the platform

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- Develop the sponsorship package
- Send letters of invitations to partners, moderators, speakers and sponsors and follow-up
- Develop speakers' and moderator's guide
- Implement the communication strategy
- Contact partners in the EU and in Canada to advertise the event.

During the event, be the **main point of contact for the technical details**

- **Other events:** Set-up other online events (webinars and workshops).

Communication

- Manage EUCCAN's social media
- Update EUCCAN's website
- Manage the emailing campaigns.

Others

Any other task requested by the Executive Director related to events or communication.

EDUCATION

- Post-secondary education in communication/events, political sciences, international relations or European studies (Bachelor Degree or College Diploma).

EXPERIENCE

- Previous experience in an international organisation
- 1+ Years of direct experience in Event Coordination including online event (experience with Zoom or other platform allowing networking opportunities)

KNOWLEDGE

- Excellent level of use of online platform (Zoom and platform allowing networking opportunities);
- Excellent level of computer literacy (Word, Excel, Outlook, Internet);
- Excellent level of knowledge of communication techniques (including electronic publishing and social media);
- Visual design (using Canva) is a strong asset;

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- Project management;
- Fair understanding of Canadian and EU history and politics.

SKILLS

- Very high sense of organisation, method and initiative
- Energetic and passionate about details
- Extremely self-motivated with strong time management
- Excellent communication, and interpersonal skills with the ability to maintain positive interaction with EUCCAN's contacts
- Ability to work quickly
- Strong written and oral communication skills
- Excellent command of English. French would be a strong asset

REQUIREMENTS

- Laptop or computer with a hard-wired internet connection
- Fully remote position
- Ability to work with EST and CET time

JOB TYPE

Contract basis:

- 15 hours/week in January and February 2022
- 35 hours/week in March and April 2022

Rate per hour depending on experience.

Send your resume and cover letter to info@euccan.com before December 3rd 2021 5pm EST.