

Job Title: **Events and Meetings Manager - Electric Mobility Canada** (English/French required)

Location: Remote; anywhere in Canada (home office)

Electric Mobility Canada (EMC) is the unifying and authoritative voice for the transition to electric transportation across Canada. Founded in 2006, EMC is the national industry association that enables and accelerates the transition to sustainable electric mobility through advocacy, collaboration, education, and thought leadership, with the ultimate goal of creating a cleaner, healthier, and more prosperous future for all Canadians.

We are seeking a highly motivated and experienced Events and Meetings Manager to join our team and play a pivotal role in organizing and executing our national events and conferences as well as supporting association committee, working group and internal meetings and EMC's participation at other stakeholder conferences and trade shows. English and French proficiency is preferred. We are a virtual organization located in Canada with staff who work from home offices. EMC is an equal opportunity employer and welcomes applicants from all backgrounds to apply.

As the Events and Meetings Manager at EMC, you will be responsible for planning, coordinating, and executing a wide range of events, including conferences, workshops, webinars, committee meetings and other industry gatherings. You will work closely with our internal teams, external partners, and stakeholders to ensure that our events and meetings are organized efficiently, effectively, and professionally.

Key Responsibilities:

- Plan, organize, and execute national events and conferences related to electric mobility in Canada, including logistics, budgeting, vendor management, marketing, and post-event evaluation – and working with external events management contractors and suppliers.
- Collaborate with internal teams, external partners, and stakeholders to develop event concepts and content, agendas, and programs that align with EMC's goals and objectives.
- Support internal committees and planning including agendas and post event action items and minutes.
- Coordinate and oversee event logistics, such as venue selection, accommodations, catering, audio-visual setup, registration, and on-site management.
- Develop and implement marketing strategies to promote events, including social media campaigns, email marketing, and other promotional activities.
- Manage relationships with sponsors, exhibitors, and other stakeholders to ensure their participation and support in events.
- Prepare event materials, including presentations, brochures, signage, and other collateral.
- Monitor event budgets, track expenses, and provide regular reports to management.
- Evaluate and analyze event success and effectiveness, and provide recommendations for improvement.
- Stay up-to-date with industry trends, best practices, and technologies related to electric mobility and event management.

Qualifications:

- Bachelor's degree or certification in event management, marketing, communications, or a related field.
- Minimum of 3 years of experience in event planning and management, preferably in the association, automotive, transportation, or related electric mobility industry.
- Strong organizational and project management skills, with the ability to manage multiple tasks and priorities simultaneously.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Proficiency in Microsoft Office Suite, event management software, and social media platforms.
- Knowledge of electric mobility industry trends, regulations, and stakeholders in Canada is a plus.
- Ability to travel nationally and work occasional evenings and weekends as required.

Benefits:

- Competitive salary
- Health benefits plan
- Three weeks' vacation and December holiday week office closure
- Professional development opportunities

To Apply:

If you meet the above qualifications and are interested in joining our team, please submit your resume and cover letter for consideration. Please clearly indicate your proficiency in English and French in your cover letter if applicable.

Submit your application to info@emc-mec.ca to the attention of Maureen Shuell on or before May 15, 2023 with the subject line indicating the following: Application; Job title; your first and last name

We look forward to hearing from you!