

Events Manager

Start Date: Flexible between July 1 – August 16, 2010

Application Deadline: March 31, 2010

Are you interested in working for a small, growing nonprofit where your work and contributions directly impact the daily success and strategic direction of the organization?

Would you like to do this while working with a fun, hardworking and passionate group of staff and volunteers?

Sustainable Waterloo is a not-for-profit that guides organizations in Waterloo Region towards a more environmentally sustainable future by facilitating collaboration between industry, local government, academia and NGOs. We are looking for a talented, passionate and dynamic new team member.

The full-time Events Manager position would offer you the opportunity to plan and deliver environmentally-focused workshops and forums for both Sustainable Waterloo members and the broader business community. This position also entails secondary responsibilities in the areas of community & member relations, as well as office management.

As the ideal candidate you have a passion for ♦ Environmental issues ♦ Community-based leadership ♦ Improving the environmental sustainability of Waterloo Region ♦ Multi-sectoral collaboration ♦ Building and maintaining relationships with a diversity of internal & external stakeholders

Qualifications and skills required include:

- ♦ Corporate event-planning experience an asset
- ♦ University degree / Diploma in related field (Environment and/or Business)
- ♦ Acute attention to detail while working on multiple projects of diverse priority
- ♦ Excellent project management and organizational skills in order to manage multiple events, projects and direct reports
- ♦ Demonstrated leadership skills to mentor a dedicated group of volunteers in a learning organization, and to well-represent Sustainable Waterloo to a variety of external stakeholders
- ♦ Exceptional time management skills
- ♦ Flexibility to attend business functions on evenings and weekends as required

The complete job description is available on the Sustainable Waterloo website here:

www.sustainablewaterloo.org/EventMgrJD .

Should you have any questions about this position or if you wish to apply to this opportunity, please contact Pamela Hartman, HR Manager, at pam.hartman@sustainablewaterloo.org. Please mention in your email what position you are applying for and where you heard about this opportunity.

We sincerely thank all applicants, however we expect to only be able to personally contact those applicants selected for an interview.