



**Institute  
for Canadian  
Citizenship**

**Institut pour  
la citoyenneté  
canadienne**

**inclusion.ca**  
500-260 av. Spadina Ave.  
Toronto, ON, Canada M5T 2E4

## Events Specialist

**Status:** Contract, 7 months

**Location:** Toronto or Remote. The Institute for Canadian Citizenship (ICC) office is in Toronto, candidates from outside the Greater Toronto Area will be accommodated to work remotely. The ICC team is working remotely during COVID.

### About the Institute for Canadian Citizenship

The Institute for Canadian Citizenship is a national charitable organization that champions inclusion through active citizenship and advocacy. Founded in 2005 by the Rt Honourable Adrienne Clarkson and John Ralston Saul, we deliver community-focused programs for new Canadians and mobilize our international network to create a future where people, policy, and places are inclusive. All our work is grounded in our 5 ideals:

1. Honesty – We lead with transparency
2. Creativity – We bring imagination and innovation into everything we do
3. Questioning – We challenge all assumptions fearlessly
4. Impact – We inspire action
5. Optimism – We believe in a better tomorrow

With discrimination on the rise and heightened disparities among certain communities from COVID, this work is more important than ever.

### Job Summary

As a key contributor to the ICC development team, the Events Specialist will provide direct support to the ICC program delivery team in executing programming activities and public facing events.

**We're looking for someone passionate about inclusion, people and data.** Reporting directly to the Director, Program Delivery, the successful applicant will both help with ideation and execution of ICC Enhanced Citizenship Ceremonies, 6 Degrees and other public facing initiatives.

### What you'll do:

- As a key member of the Program Delivery team in executing Virtual ICC Enhanced Citizenship Ceremonies and support the development of resumption plans for other ICC initiatives
- Support the research and identification of Indigenous representatives, speakers, performers and other virtual guests
- Manage and build relationships with governmental partners as well as a network of venue partners
- Research and identify potential partner selection and relations and/or technical (virtual) platform selection and set-up
- Research and identify opportunities to connect ICC events to other initiatives such as fundraising, advocacy, or our Canoo Program

- Support and develop communications materials promoting ICC events, such as website content, social media and internal documents
- Support the digitization of data through data entry and tracking in Salesforce
- Other special projects or assignments as assigned.

## Qualifications

We're hiring just as much for the right fit as the right experience. The ICC is the right place for you if you are positive and passionate about making a positive difference through your work.

### What you have:

- Post-secondary education in a relevant field or demonstrated experience in a related field
- Experience with providing incredible customer service and demonstration of strong interpersonal skills
- Strong abilities to organize data, research and leverage digital information
- Creativity, writing and editing skills that can communicate complex ideas in a clear and engaging manner to difference audiences
- Demonstrated ability to problem solve, manage multiple concurrent projects with tight deadlines
- "All hands on deck/can do" mentality – no job is too big or too small, we work as a team
- Proficiency in speaking, reading, writing and communicating in French
- A valid "G" Drivers License and ability to travel (pending lifting of COVID Restrictions)

Additional qualifications that would be an asset:

- Experience with CRM system, ie. Salesforce
- Other spoken or written languages

**We thank all candidates for their interest but only those selected for interviews will be contacted.**

The Institute for Canadian Citizenship is an equal opportunity employer committed to developing inclusive, barrier-free recruitment and selection processes, and work environments that support a diverse workforce. If you require accommodation measures during any aspect of the recruitment process, we will work with you to address your needs. Information related to accommodation measures will be treated as confidential.

**Interested applicants should submit their cover letter and resume to Jill Madorsky, [jmadorsky@inclusion.ca](mailto:jmadorsky@inclusion.ca), including why they care about inclusion in Canada by August 3, 2021.**





**inclusion.ca**

500-260 av. Spadina Ave. Toronto, ON, Canada M5T 2E4

**Institute for  
Canadian Citizenship**

**Institut pour la  
citoyenneté canadienne**