



**Institute  
for Canadian  
Citizenship**

**Institut pour  
la citoyenneté  
canadienne**

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

## Events Specialist

**Status:** Full-time

**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.

### Who we are

Powered by a passionate and committed national network, the Institute for Canadian Citizenship (ICC) delivers programs and special projects that inspire Canadians to be inclusive, create opportunities to connect, and encourage active citizenship. The ICC is a national charity co-founded by the Right Honourable Adrienne Clarkson and John Ralston Saul.

The ICC is entering a period of rebuilding and revitalization. We recently welcomed a new CEO and are rebuilding our senior leadership team as we look toward a brighter future.

### Job Summary

As a key contributor to the ICC Program Delivery Team, the Events Specialist will provide direct support to the ICC program delivery team in planning and executing our enhanced citizenship ceremonies and other public facing events.

### Who you are

We are looking for someone to join us who is passionate about building a better, more inclusive Canada and who can bring a new level of ambition and creativity to ICC. The successful applicant will both help with ideation and execution of ICC Enhanced Citizenship Ceremonies, 6 Degrees and other public facing initiatives. We hope that you will share our core values of questioning, honesty, creativity, impact and optimism.

### Responsibilities

#### As Events Specialist, you will:

- 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.

#### Reports to:

- Director, Program Delivery

#### Requirements

- Post-secondary education in a relevant field or demonstrated experience in a related field
- Proficiency in speaking, reading, writing and communicating in French
- 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
- 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, i.e. Salesforce
- Other spoken or written languages

#### Compensation

- \$50,000 - \$60,000.00
  - 10% salary premium if you are professionally bilingual in English and French
- We offer a comprehensive benefits package, an extended health and dental group benefits package.
- Our approach to compensation is a conversation with you. We want to discuss compensation with you to make sure we get it right.

To apply, please submit a resume and cover letter to Jill Madorsky at [jill@peakperformancehr.com](mailto:jill@peakperformancehr.com) before November 15, 2021. Applications will be reviewed on an on-going basis.

**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.

