**Professional Development & Events Coordinator**

Are you a creative thinker and passionate about event planning?

Interior Designers of Canada (IDC) is seeking a highly motivated and energetic Professional Development & Events Coordinator to manage their member events and oversee their continuing education and professional development activities.

Reporting to the Manager, Industry Partnerships, you will use your strong communication skills to collaborate with speakers, venues, and sponsors to deliver on events. You will also liaise regularly with the communications and marketing teams to increase presence at trade shows, annual meetings, and relevant events. Additional duties include preparing event materials, managing the event database, and processing seminar registrations.

**QUALIFICATIONS**

* Completion of undergraduate degree preferred
* Minimum 3 years of demonstrated experience coordinating events and liaising with vendors
* Strong communication and interpersonal skills and ability to collaborate with diverse audiences
* Strong leadership skills, with demonstrated ability to build and maintain relationships
* Exceptional organizational and time management skills
* Knowledge and experience in applying creative marketing, outreach, and public education techniques

**HOW TO APPLY**

To indicate your interest in this position, please submit your cover letter and resume to [idc@hrassociates.ca](mailto:idc@hrassociates.ca) by September 20th, 2019. For more information about the position or if you require an accessibility accommodation, please contact Luciana Da Silva at 416-237-1500 x 266.