



Steps to Leadership – Event Coordinator

The Centre for Rural Leadership, in collaboration with 4-H Ontario, The Ontario Rural Council and Foundation for Rural Living, is currently undertaking a five-year leadership and capacity building project funded in part by Agriculture and Agri-Food Canada through Ontario's Agricultural Adaptation Council. The project – *Steps to Leadership* – is an integrated initiative to develop current and emerging leaders to serve Ontario's rural communities and agricultural organizations effectively, with vision, integrity and commitment.

As part of the project an annual leadership conference – the Leading Edge Summit – will be held, directed at current and next-generation rural leaders. A Leading Edge Summit Steering Committee will be established to develop the theme, content and agenda of the Summit to be held in November 2010. The exact date, location and length of the Summit have yet to be determined.

The Event Coordinator will be responsible for the following tasks associated with this event:

- Report to The Centre for Rural Leadership's Project Manager – Leadership Programs
- Support the Leading Edge Summit Steering Committee in the planning and implementation of the Leading Edge Summit
- Participate in Committee meetings (either in person or over the phone), provide insight and advice on planning and logistic details and provide meeting notes related to action items
- Develop and adhere to a work plan (in conjunction with the Project Manager)
- Adhere to the Leading Edge Summit budget
- Attend the Leading Edge Summit and provide logistical support
- With assistance from the Project Manager, will oversee all logistics related to the Leading Edge Summit: on-site planning and project execution, keynote and workshop speaker contacts, writing specific speakers' task assignments, follow-up with speakers, concurrent workshops, meals, entertainment (tbd), reception (tbd) and registrations
- Assist the Steering Committee and Project Manager in the promotion and marketing of the event
- Assist the Steering Committee and Project Manager in tasks related to raising funds and sponsorships for this event

Key skills and preferred qualifications include:

- Proven experience in event planning
- Strong written and oral communication skills
- Strict attention to detail
- Ability to work within a team environment, and with limited direction
- Innovative implementation of event plans
- Ability to balance multiple priorities, prioritize workload and meet deadlines
- Ability to problem solve and demonstrate initiative
- Experience working with the media and sponsors would be an asset
- Access to a vehicle and a valid drivers license would be an asset

Timeframe

This is a short-term, part-time contract from March 2010 – November 2010. In addition to time spent on the logistical planning, the Event Coordinator is expected to attend the Leading Edge Steering Committee meetings (1.5-2 hours each) which will take place every two weeks from March to June and monthly from June to November, as determined by Committee members. Additional meetings may occur as required and dependant on activity level.

Location

To be determined based on discussions with the Project Manager.

Compensation

This is a developmental opportunity. An honorarium of \$5,000 will be provided as well as an opportunity to develop your skills and gain experience in event planning.

Please apply by mail, fax or email by **Tuesday, February 16** to:

Alicia Evans (Project Manager – Leadership Programs)
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