

Job title:	Events & Engagement Specialist
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience; competitive benefits package including 20 days of paid vacation within the first year, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	This is an on-going, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca . Applications without a cover letter will not be reviewed.

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. The Centre/Network welcomes a broad range of applicants, and accommodations are available for candidates taking part in all aspects of the selection process.

Job Summary

This position is responsible for developing, organizing, and facilitating virtual and in-person events, this includes executing meetings, webinars, workshops, and conferences. Part of the role will be enhancing virtual and stakeholder engagement for these events by ensuring the experience is exciting and interactive for attendees. The Events and Engagement Specialist supports the operations and communications teams, including the development of event advertising, and will have opportunities to work on other special projects as needed.

CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. We produce and translate high-quality research evidence to inform health care and health outcomes and provide a wide range of support services for health outcomes research and clinical trial studies.

CHÉOS is also home to the CTN National Centre. The [CTN](#) is a Canada-wide collaborative and inclusive network committed to generating knowledge on the prevention, treatment, and management of HIV, other sexually transmitted and blood-borne infections and more recently, COVID-19 research through clinical studies and trials.

Work Performed

Events

- Organize and facilitate innovative and engaging event programming, most notably the CTN semi-annual meetings — a week-long event with more than 300 attendees — and other meetings, events, and workshops, which range in size and scope.
- Plan, organize, and facilitate virtual, in-person, and hybrid virtual/in-person meetings.
- Coordinate, manage, and execute event logistics and planning for internal and external events. This will include creating and maintaining a comprehensive map for all involved in planning and executing events, such as: negotiating vendor bids, managing event budgets, booking venues/rooms, arranging catering, accommodations, technology and equipment, working with travel agency to facilitate flights and various modes of transportation for attendees.
- Using diplomacy and tact, ensure attendees are invited to and have access to appropriate events.
- Act as main point of contact for all guests, vendors, and speakers prior to and during events. Provide onsite coordination to facilitate registrations, digital/printed materials for speakers and guests, develop multiple communication streams for a variety of audiences, support guests with meeting attendance, facilitate last minute changes, and liaise with onsite service providers.
- Manage and troubleshoot emerging challenges during events in a proactive manner.
- Coordinate speakers and presenters, including supporting leadership, guests, and speakers in pre-recording presentations, or for live presentations.
- Demonstrate skills to interact with the public and stakeholders from diverse communities to build positive relationships.
- Create and propose new events to support the strategic goals of CHÉOS/CTN.
- Connect with external networks to explore trends and new tools in the virtual event, digital engagement, and networking space, bringing those key learnings and recommendations back to management for new and existing event structures.
- Identify participant requirements and coordinate their activities for events.
- Conduct pre- and post-event evaluations and report on outcomes, and adapt future events based on feedback.
- Represent CHÉOS/CTN at internal and external promotional events. This includes coordinating participation at and facilitating sponsorship of external events.
- Initiate, organize, and execute annual staff engagement and social events, as needed.
- Support external engagement and events in relation to CHÉOS/CTN supported research studies, as needed.
- Other duties as assigned, such as special projects to support overall strategic goals, as the need may arise.

Engagement and Communications

- Utilize knowledge of virtual meeting platforms to build relationships and enhance engagement from staff, investigators, stakeholders, and partners.
- Provide guidance to staff and investigators on how to create engaging, culturally relevant/sensitive, and interactive virtual content. Work with CTN and CHÉOS investigators to produce communications materials related to participation in external and internal events.
- Create social media posts and other content around planning and promotion of events.

- Liaise with and coordinate various committees and research core-leads & associates to support events and activities.
- Collaborate as needed on other Centre/Network projects with a variety of communications activities.
- Other related duties as assigned.

Supervision Received

Reports to the CTN Chief Administrative Officer/CHÉOS Director of Operations and CHÉOS/CTN Director of Communications. Works closely with and takes direction from the CHÉOS/CTN Chief Clinical Research Officer and CHÉOS Senior Operations Manager.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

The incumbent must be able to operate independently and exercise sound judgment and decision making. Errors in judgment could have harmful consequences, including adverse public relations, negative media reaction, and significant financial costs. Poor public/private sector relationships could result in a negative image of CHÉOS/CTN, and may impact levels of research funding made available through partnerships. Errors could result in significant concerns regarding the liability, credibility, and integrity of the Centre/Network.

Working Conditions

CHÉOS/CTN staff are largely working from home while COVID-19 protocols for physical distancing remain in place. The position is typically based at CHÉOS, located in St. Paul's Hospital, with the incumbent being provided appropriate workspace. Travel to meetings and conferences may be required from time to time.

Qualifications and Skills

Undergraduate degree or diploma in a relevant discipline. Minimum of four years' experience or the equivalent combination of education and experience.

- Event planning experience including understanding of best practices in hosting large events in-person, virtual platforms, and hybrid events.
- Knowledge and experience using virtual meeting and event platforms.
- Experience that demonstrates ability to create new virtual event programming from conception to successful execution.
- Proven skills in community/stakeholder engagement, especially in a virtual platform.
- Sensitivity to and understanding of inclusive and equitable practices, especially when interacting with people from vulnerable and marginalized communities.
- Design and/or videography and photography skills an asset.
- Enthusiastic, friendly, and approachable both in-person and in online environments.
- Superior relationship development skills.
- Polished written and oral communication skills.
- Proficiency in French is considered an asset.
- Exceptional interpersonal skills, enabling effective work independently and within a team.

- Organized with the ability to multi-task, prioritize, and work under pressure to meet deadlines.
- Excellent attention to detail and consistently performs work with accuracy.
- Ability to exercise patience, tact, discretion, and diplomacy.
- Excel at taking initiative and advanced planning.
- Aptitude to grasp new concepts quickly and efficiently.
- Excellent critical thinking skills.
- Superior computer skills — MS Office, Adobe Acrobat.

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. **We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.***