

## Conference & Office Assistant – Job Description

The Conference & Office Assistant will support the Office Manager and Membership & Conference Coordinator in major projects, specifically assisting in the:

1. Planning, delivery and evaluation of the AFHTO 2013 Conference (go to <http://www.afhto.ca/events/afhto-2013-conference/> for further information), and
2. Coordination of the AFHTO move to new headquarters

This is a contract position for a period to begin as soon as possible and run until November 1, 2013 (with the possibility of extension for one or two weeks). The Conference & Office Assistant will take direction from the Office Manager and Membership & Conference Coordinator, and reports to the Executive Director. The contract Extent of responsibilities will vary depending on the contributions to be made by members and/or external suppliers and will be discussed with the incumbent and others.

### AFHTO 2013 CONFERENCE

- Respond to general inquiries as required.
- Ensure special guests and speakers are properly registered for the conference.
- Coordinate 48 Concurrent Sessions including presenters, room assignments, A/V set-up & troubleshooting, and posting of presentation materials on AFHTO website.
- Coordinate the production of conference materials (print and online).
- Act as second point of contact for sponsors and exhibitors.
- Collect documentation needed for delegates to receive relevant education credits; prepare and send record of attendance to each qualified delegate.
- Must be willing and able to lift heavy boxes and other materials as needed for conference set-up and take-down.
- Implement conference evaluation from start to finish (collect responses and provide reports to conference organizers and presenters on feedback received).
- Other duties as needed.

### OFFICE MOVE

- Create a list of current office inventory and update with future purchases.
- Assist the Office Manager to organize the delivery of new purchases and moving of office inventory to the new office location.
- Label and pack current office items.
- Must be willing and able to lift heavy boxes as needed.
- Assist as needed with office set-up and layout of furniture, appliances and equipment.
- Other duties as assigned.

**POSITION REQUIREMENTS:**

*Education/ Experience:*

- Post-secondary education/training in event and/or project management.
- Relevant experience that demonstrates capacity to fulfill job accountabilities.

*Strong skills in the following areas are essential:*

- Written and verbal communications skills in English.
- Proficiency in MS Office Suite, i.e. in particular Word, Excel, Outlook, and PowerPoint. Must have exceptionally strong skills in using spreadsheets to coordinate and track over 100 speakers and 900 delegates. Proficiency in using mail-merge function.
- Must have exceptional organization and data management skills required to manage multiple tasks, contact lists, track responses and prepare summary reports.
- Customer service and interpersonal skills, including the proven ability to establish and maintain effective working relationships with others.

*Personal Attributes:*

- Professionalism and reliability to complete tasks, as assigned, in a timely manner with high quality results.
- Precision, attention to detail and sound judgment.
- Flexibility and ability to work in a very small team environment.
- Diplomacy and tact to deal effectively with members, health system stakeholders and external service providers, regardless of their level of seniority in their organizations.
- Ability to maintain appropriate confidentiality.
- Interest in Ontario's health care system and the opportunities to improve it.