

# Event Specialist

**Title:** Full-Time Event Specialist    **Location:** Regina, SK

**Introduction:** The Council, at times, can host up to 1,000 events per year ranging in size from a dozen participants in a classroom-delivered safety training program, to 850+ attendees at our annual Safety Seminar and trade show. Many of these events are, or may transition to, online in the form of live broadcasts. We also have a presence at or participate in a variety of other third-party (external) events.

**Reports To:** Director of Development

**Functions:** As an Event Specialist, you will plan for and orchestrate online and in-person events of varying sizes while always emphasizing the creation of positive experiences for attendees, committee members and volunteers. Your efforts to execute memorable events, while adhering to Council brand standards, serve to further build upon the Council's 65-year history and reputation as a leader in the delivery of safety and injury prevention events and information.

The Event Specialist works alongside other Council staff (specifically the Content Team and Community Relations Coordinator) to promote a positive public image for the Council as we lead the transformation of Saskatchewan to become a *Province of Safety Excellence*.

**Responsibilities:** While adhering to budgets and allotted costs, the Event Specialist is responsible for the planning and timely execution of, and/or participation in, both internal and external events that align with the Council's vision.

Participate in the selection of topics, venues, presenters, entertainment, and other required resources (scheduling of the aforementioned).

Participate both directly and indirectly in efforts to promote, fundraise and secure sponsorship for events.

Maintain relationships with event sponsors, volunteers, and steering committee members.

Other related responsibilities and duties as assigned.

**Qualifications:** Applicants should be prepared to discuss their approach and personal philosophy for the successful planning and management of events.

Knowledge of project management systems and customer relationship management platforms are beneficial, as is a related education in communications and public relations.

Experience with live event production software, streaming platforms, event apps, and social media (as it relates to events).

Continued next page

 Saskatchewan Safety Council

 /sasksafetycouncil     @SkSafetyCouncil     /company/saskatchewan-safety-council

[www.sasksafety.org](http://www.sasksafety.org)

1.855.280.7115



**Notes:** As Council events are participated in by both the community at large, and as a part of workplace activities, the Event Specialist will be called upon to work some evenings and/or weekends.

Successful applicant must possess a valid Class 5 driver's license and have a reliable vehicle available for work usage. A satisfactory driver's abstract and criminal record check will be required.

At the Council, we strive, not just to meet minimum standards but, to achieve excellence and help shape new best practices. All Council personnel must continuously demonstrate honesty, integrity, and mutual respect, in all activities done in the name of the Council.

**COVID-19:** All new hires to the Safety Council must be fully vaccinated and able to show proof of vaccination, prior to an employment offer becoming effective or agree in writing to adhere to the provision of a Proof of Negative Test Results every 7 days. Employee will be responsible for scheduling these tests outside of normal work hours and will be responsible to pay any fees charged for producing the ongoing tests

**Please apply with a resume and cover letter** to [hr@sasksafety.org](mailto:hr@sasksafety.org). Clearly articulate how your relevant experience, education, and skills combine to make you an ideal candidate for this role on our team. Only those selected to continue in the recruitment process will be contacted.

## About the Saskatchewan Safety Council

The Council, a non-profit registered charity, offers a competitive salary and benefits befitting skills and experience.

### Vision

The Saskatchewan Safety Council's vision is "Creating a safer Saskatchewan to live, work and play."

### Mission

The Mission of the Saskatchewan Safety Council is "Working Together to Achieve a Safe Saskatchewan."

The Saskatchewan Safety Council believes in building strong relationships with businesses and the community to help them make safety the right choice.

### Values

The Saskatchewan Safety Council adheres to the following values. These principles and beliefs guide behaviours, decision-making processes, actions, programs and services.

- Integrity
- Respect
- Honesty
- Open Communication
- Teamwork