

Director - Event Planning & Coordination

This Director is responsible for event planning and coordination across all locations in Canada, protecting the brand of itSMF and ensuring that expected financial resources are accounted for in the budget and that funds are timely available for expected expenses. Events include national conferences, professional development days, webinars and local events in cities across Canada.

Specific responsibilities include:

- Design, produce and publish the annual schedule for all events across Canada in collaboration with the allocated event leads and/or hosts as identified in the planning.
- Ongoing collaboration with the event leads/hosts to ensure timely execution of planned event activities
- Develop and maintain event planning guides (e.g. Knowledge Management)
- Track progress of planned event activities and provide steer where needed for a good member experience
- Management of event policies, communication standards and templates
- Event issue life-cycle management and issue resolution