

Job Title: Events Lead

Reports to: Senior Director, Public Affairs & Development

Employee type: Full Time

THE OPPORTUNITY

The Canadian Alliance to End Homelessness ([CAEH](#)) leads a national movement of individuals, organizations and communities working together to end homelessness in Canada. The CAEH works toward a Canada without homelessness. We do it by helping communities and governments across the country apply proven approaches to transform programs, policies, and systems toward the goal of ending homelessness.

Diversity & Inclusion

CAEH strives for inclusivity and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. Candidates with lived experience of homelessness and/or who self-identify as being from a marginalized community, including Indigenous peoples, racialized persons, persons with disabilities and 2SLGBTQIA+ persons are encouraged to apply and will be prioritized. We welcome people to self-identify within their cover letters if they are comfortable doing so, but this is not a requirement for application. We are committed to equitable and fair opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

THE ROLE

As the Events Lead, you will play a pivotal role in developing and delivering impactful in-person, virtual, and hybrid events. These include our flagship National Conference on Ending Homelessness, training sessions, webinars, leadership academies and internal events. Reporting to the Senior Director of Public Affairs and Development, you will ensure that all events are well-organized, cost-effective, and aligned with CAEH's mission to end homelessness.

Working alongside vendors and consultants, you will be responsible for designing and executing an annual roster of events that advance the CAEH's mission. You will develop and implement strategies to grow event participation, enhance attendee experiences, and maximize revenue through partnerships and sponsorships. Exceptional project management skills, creativity, and a commitment to equity, diversity, and inclusion will be essential for success in this role.

CAEH's events bring the homeless-serving sector together for training, learning and connection. They help accelerate the end of homelessness by equipping leaders, advocates, front-line workers and policymakers with the knowledge and skills required. We are seeking to grow our portfolio of events to increase our impact and this role will be responsible for all of CAEH's events, working alongside the Community Impact and Public Affairs teams, as well as external vendors and consultants.

Key Responsibilities

- **Strategic Planning and Leadership:** Develop and manage the annual event strategy to align with organizational goals, ensuring seamless execution of all events.
- **Project Management:** Oversee comprehensive project plans, deadlines, budgets, and deliverables for all events, including the National Conference on Ending Homelessness (alongside our Event Management Company).
- **Event Logistics:** Coordinate event operations, including venue selection, registration, programming, speaker arrangements, and technology needs.
- **Program Development:** Collaborate with stakeholders to design engaging event programs, recruit speakers, and support innovative session development.
- **Vendor and Sponsorship Management:** Negotiate contracts, manage vendor relationships, and identify new sponsorship opportunities to maximize revenue while maintaining affordability for attendees.
- **Attendee Experience:** Continuously improve the attendee experience, ensuring events are accessible, engaging, and impactful.
- **On-Site Leadership:** Serve as leadership for on-site event logistics, providing orientation and training to staff and volunteers.
- **Measurement and Improvement:** Track event metrics, gather feedback, and implement improvements for future events.

In addition, other duties and special projects, as assigned, to advance the mission of reducing homelessness in Canada.

Goals

To give you a better understanding of how this role contributes towards the movement to end homelessness, we've included the goals for this role.

- Empowering those working in the housing and homelessness sector with the knowledge, tools, and resources to end homelessness in Canada is central to CAEH's mission. CAEH events are key spaces for improving skills and outcomes across the movement, fostering collaboration and progress.
- The Events Lead plays a critical role in ensuring these events are executed with precision and excellence through strong project management, attention to detail, and the ability to create incredible attendee experience. By delivering seamless, high-quality events, participants can focus fully on learning and leave feeling inspired, equipped, and empowered to drive change.
- These events provide a platform to amplify the voices of lived experts, ensuring their insights and leadership shape the movement.
- Success is measured by exceptional event delivery, increased participant knowledge and engagement, and growing representation of equity-seeking groups, tracked through registration data, and feedback.

ABOUT YOU

You are a dynamic, detail-oriented event professional with a proven track record of managing large-scale, complex events. You thrive in fast-paced environments, possess excellent problem-solving skills, and have a passion for creating meaningful experiences that bring people together to drive social change.

You have excellent project management skills and are bursting with ideas to improve and grow meaningful connection and engagement at events. You're well-versed with working alongside third-party vendors, bringing your skills to elevate their work.

You bring Truth & Reconciliation, diversity, equity and inclusion into every part of your work, seeking to break down barriers and help engage every voice at CAEH events.

Core Qualifications and Competencies

- Diploma or degree in event management, marketing, or a related field.
- At least 3 years of experience managing large-scale events (1500+ attendees), including project management, budgeting, marketing, and contracting.
- Expertise in event management software (e.g., Cvent), project management tools (e.g., Teamwork), and virtual platforms (e.g., Teams / Zoom).
- Proven ability to negotiate contracts, manage vendor relationships, and secure sponsorships.
- Strong project management and organizational skills with the ability to handle multiple priorities.
- Commitment to equity, diversity, and inclusion, with an understanding of Indigenous perspectives and lived experience of homelessness.
- Bilingualism (English and French) is an asset but not required.
- Availability to travel up to once per month.

THE DETAILS

What We Offer

We're committed to supporting our team so they can thrive and show up for the communities we serve. Here's what we're proud to provide:

- **Hiring Salary Range:** \$98,100-\$110,350 annually, with performance-based merit increases.
- **Time Off:** 5 weeks of paid vacation, a paid winter break, and up to 12 sick days annually.
- **Professional Development:** Access to professional development opportunities.
- **Pension:** Flexible plan options.
- **Benefits:** Comprehensive coverage, including virtual wellness and healthcare.
- **Work Environment:** Flexible arrangements, a supportive online culture, and employee recognition programs.
- **Wellness:** Resources for mental and physical health.
- **Community:** Inclusive, employee-led networks and inspiring leaders to support your growth.

*** Some of these offerings may only be available for full-time permanent team members*

Work Environment and Travel

- This position can be located anywhere in Canada with preference for a location that is easily accessible to an international airport.
- This position requires the ability to work from a virtual/home office location without the standard support available at a business office.
- Travel up to 3 days per month to communities and for meetings may be required.
- We value work-life balance and offer flexibility in scheduling when possible.

Software Applications Used

- Microsoft 365 including Microsoft Office and Microsoft Teams
- Internet browsers and Google Business Apps
- Nation Builder
- Zoom
- Cvent

Application Process

Applications will be accepted until February 16, 2025 and will be reviewed all at once following the application closing date. Applications will be held in strictest confidence, and we will try our best to follow up promptly to inform you if your candidacy moves forward.

At all points throughout our hiring process, disability-related accommodation is available on request. Please contact info@caeh.ca with your needs or any questions you may have.

Here's what to expect during our interview process. At any stage, feel free to ask questions about our team, organization, or the role:

- **Initial Call (30 minutes):** A short conversation with a hiring team member to discuss your alignment with our mission and the key responsibilities of the role. We'll also cover logistics, such as work location, hours, and compensation.
- **Second Interview (60 minutes):** A deeper discussion with the hiring manager and other team members. This interview will focus on your technical skills, experience, and work style.
- **Final Interview (60 minutes):** A conversation with additional team members to explore value alignment and how you'd contribute to our organizational culture.
- **Optional Case Study (if applicable):** For some roles, we may ask finalists to complete a brief case study (no more than 2 hours of preparation). A stipend will be provided, and the activity will involve presenting your work to the hiring committee.