



PROGRAM MANAGER

About Elastic Communications & Events

Are you looking to join an amazing team who create highly memorable conferences, events and meeting experiences? Do you want to use your event industry expertise, organization and communication skills to delight event stakeholders, partner suppliers, and ultimately attendees? Would you like to work in a small, fun, world class team who are dedicated to innovative solutions, customer services and excellence – a team and company you can be proud to be a part of?

Elastic Communications & Events is a boutique agency responsible for the planning, coordination, and execution of corporate and association meetings & events generally within North America and Europe. We also believe in contributing to bettering our industry through association affiliation and volunteerism. If you are outgoing, enjoy fast paced and dynamic work, love organizing and planning, and are comfortable working in an open-concept home office environment in Mississauga, Elastic will feel just like home!

Job Requirements

- Serve as Program Manager for all internal and external stakeholders, suppliers, and clients
- Manage all logistical aspects of meetings, including: event planning, venue management, implementing critical paths, budget management, meeting preparation, database management, and supplier management
- Excellent knowledge of various software and applications - we currently utilize Office365 Word, **Excel** and PowerPoint. Experience with online tools such as Trello, Slack, and online registration systems would be an asset.
- Stay current on industry destinations, venues, trends, and challenges, and introduce back to the workplace
- Travel and extended hours during peak periods – some weekend work required when travelling and increased hours leading up to programs
- The following are also desirable, though not mandatory
 - Bilingual (French/English)
 - Post-Secondary Education with focus on Hospitality Industry [University or College]

Candidate Attributes

- **Self-Motivation:** Demonstrates the ability to set goals, continuously learn for successes and challenges, and be confident you possess the skills and competencies for achieving your goals
- **Time Management:** Demonstrates ability to manage and prioritize tasks including yourself and the tasks of your team including support staff, suppliers and clients.
- **Delivery & Outcome Focused:** Able to develop schedules, anticipate and adjust, and deliver on set goals accurately and on time
- **Communication Skills:** Excellent written and verbal communication skills (including telephone). Able to provide clear, concise, accurate communication to clients, vendors, and with internal team members
- **Relationship Building:** Demonstrates effective interpersonal skills to develop productive relationships with a diverse group of stakeholders

We work hard and play hard!

Planning is core to our culture and DNA and we believe that having fun while doing it is essential to our success. If you love trying new foods and beverages, becoming an expert in destinations around the world, listening to random Spotify playlists while you work, and competing for the title of 'most days packed in a carry-on', then Elastic Communications & Events is a perfect fit for you!

If you are interested? Please email your resume to Yvonne@elasticevents.com