EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Conference Assistant</th>
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<tbody>
<tr>
<td>Work Location:</td>
<td>Remote work available; head office located in Ottawa, ON</td>
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<tr>
<td>Department:</td>
<td>Member Services - ICAM</td>
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<td>Reports To:</td>
<td>Director, Member Services</td>
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<tr>
<td>Prepared By:</td>
<td>Human Resources</td>
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<td>Date Prepared:</td>
<td>August 2021</td>
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JOB INFORMATION

Job Summary:
The Conference Assistant is responsible for assisting in the planning and execution of all AFMC meetings and special events and is responsible for assisting in the planning and execution of the International Congress on Academic Medicine (ICAM).

This new annual event will promote medical education scholarship and cater to the needs of medical students, residents, clinical teachers, medical educators as well as leaders in medical education across the country who will now have the opportunity to present at an international conference. It will also bring a new opportunity for these delegates to network with colleagues and engage with peers in the health research realm who are also teachers, supervisors and leaders who strive for the best education and learning environments for graduate students and postdoctoral fellows.

The position provides administrative support to the Director of Member Services and ICAM Team as needed. Prioritization of work is reviewed with the Director, Member Services on a regular basis.

Responsibilities:

Logistics
- Assist the Director, Member Services with administrative support including scheduling meetings, taking meeting notes;
- Draft materials such as agendas, slide decks, articles, and meeting minutes;
- Coordinate and support meetings throughout the year, with guidance from the Director, including: sending invitations; tracking responses; ensuring room set up and technology needs; assisting with travel arrangements; and working with AFMC meeting planners to book catering (food and beverage) and venue specifications;
- Prepare and distribute meeting materials (packages, name badges) and facilitation supplies;
- Prepare, process and track expense claims, invoices and reimbursements; and
- Proof materials and activity reports as required.

Event Management
• Support conference event critical path and team workflow using Wrike;
• Support research activity to ensure AFMC has up-to-date, accurate information on prospects and sponsors;
• Assist in the collection and maintenance of sponsorship documents and files;
• Assist with sponsor event deliverables, such as the fulfillment of sponsor recognition, activation/exhibitor plans, and event set-up requirements;
• Assist with the creation of sponsor materials such as sponsorship packages, activation briefs, sponsorship reports, sponsor and exhibitor contracts etc.
• Support the acquisition of in-kind partnerships with tourism and industry partners in city venue to enhance event experience;
• Provide input into and support the development of the RFP for virtual platform and abstract system;
• Communicate as requested with various meeting/conference suppliers - hotels, conference centre, a/v supplier, on-line conference registrar etc.;
• Provide on-site support prior to, during and after the conference;
• Trouble-shoot, and gather data from the on-line registration system;
• Assist with the gathering of and dissemination of evaluations;
• Input data for conference publications and website;
• Research for information as requested;
• Assist the Conference Manager in the recruitment and coordination of sponsors and exhibitors;
• Attend and provide administrative support (i.e. minutes) for various conference-related Scientific Program committee meetings;
• Provide virtual or on-Site support for all AFMC events held (Hotel room blocks, catering, Audiovisual, change room setup as required etc...);

Scheduling and Communication
• Coordinate the scheduling of activities (liaise with representatives throughout the year);
• Handle routine inquiries pertaining to member services and ICAM;
• Update and maintain accurate contact information database; and
• Communicate with external contacts as required.

Administration
• Maintain files in the internal AFMC electronic shared drives;
• Collect and organize event resources;
• Create templates as required and manage information to populate the templates;
• Assist in creating regular progress updates to stakeholders;
• Liaise with the consultants/vendors to track their deliverables.

Finance
• Assist with the reconciliation of project accounts by ensuring receivables and payables are provided to the finance department on time.

Other duties as assigned.
Desired Qualifications, Experience and Skills:

- Completion of a college certification program related to events or experience equivalent to (ie: event management, meetings and conference management etc.);
- 1-2 years proven experience in a similar role, specifically experience in special event management including large-scale event planning;
- High degree of competency using online collaborative and/or e-learning tools (e.g. eCommunities, Adobe Connect, WebEx, MSTeams, Zoom);
- Knowledge and comfort using emerging technologies and social media (tech savvy);
- Excellent time management and organizational skills;
- Positive attitude and work ethic;
- Ability to work effectively and ‘think on your feet’ in high-stress situations;
- Strong sense of tact, diplomacy, maturity and professionalism;
- Flexible and capable of multi-tasking with several competing requests and changing priorities;
- Ability to work effectively in a team setting and build collaborative cross-functional relationships;
- Attention to detail and ability to learn quickly;
- Highly motivated, positive attitude and the ability to work independently;
- Resolves routine questions and problems, and refers more complex issues to Director;
- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook); and
- Willing to travel occasionally, work flexible hours or overtime to meet deadlines.

Language Skills:

- Bilingual, written and oral, in English in French (strong asset)
- Ability to read, analyze, and interpret the complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints in both languages.

Physical Demands:
While performing the duties of this job, the employee is regularly required to:

- While performing the duties of this job, the employee must be able to stand; walk; sit; use hands, to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs;
- Occasionally work on weekends and extended hours during work week;
- The employee must have the ability to occasionally lift and/or move up to 50 pounds.
- Specific vision abilities may include ability to distinguish the nature of objects by using the eye.
- May be required to sit for long periods of time.
- Travel within Canada

Work Environment:

The work environment described is a representation of those an employee encounters while performing the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:
The AFMC is committed to the principles of equity, diversity, inclusion and belongingness in our operations and throughout our work environments and seek to employ individuals who share a commitment to promote and practice these principles. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for
Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this responsibility, the AFMC will make appropriate accommodations available. As required, please inform Human Resources of the nature of any accommodation(s) at any point throughout the recruitment process to ensure your equal participation.

Applications will be accepted until August 31, 2021 by applying [here](#). We thank all applicants for their interest. However, only those selected for further consideration will be contacted.