



Special Programs and Events Officer

Keeping Ontario's Legislative Assembly running smoothly takes many talented people, doing many different jobs—from camera operators and committee clerks, to purchasing officers and researchers. The Office of the Assembly is dedicated to serving Ontario's Parliament.

Together, we provide non-partisan administrative and procedural services to all MPPs, as well as operational support for the daily activities of the Legislative Assembly of Ontario. Our success is determined by the strength and diversity of our staff and by supporting our core values: integrity, inclusiveness, collaboration, and excellence.

The Legislative Assembly of Ontario seeks a **Special Programs and Events Officer**, who, as part of our Parliamentary Protocol and Public Relations Branch, in **Toronto, ON**, will plan and coordinate the development and implementation of all event-based programming and provide key organizational and logistical support in the coordination of events, public engagement initiatives, ceremonies and conferences.

What You'll Do

You'll act with integrity to:

- Demonstrate a high degree of professionalism in a non-partisan support role.
- Exercise tact and diplomacy in a fast-paced, politically sensitive environment when dealing with MPPs, staff of the Legislative Assembly, the public, delegations, and other external clients.

You'll support our collaboration as you:

- Undertake the coordination and delivery of allocated events, ceremonies, programs, and public engagement initiatives.
- Coordinate event arrangements such as venue, logistics, and food services, promotions and advertising, communications, and special requirements.
- Attend each event as an on-site front-facing coordinator, ensuring a positive guest experience.
- Manage issues as they arise within projects, during delivery of projects, and on-site during functions and activities.
- Plan and monitor budgets for project initiatives to ensure budget allocations are not exceeded.
- Contribute to the implementation of event and ceremonial procedures and policies.

How You Qualify

You demonstrate excellence through your:

- Completion of a college diploma in public relations, event planning or a related discipline, and 3 years of event-related work experience.
- Ability to develop and coordinate multiple, diverse projects and priorities as they relate to events, ceremonies, and conferences.
- Organizational and creative thinking skills, with a proven track record of managing multiple projects with frequent and competing timelines.
- Ability to work with discretion, and maintain confidential information, knowledge of correct protocol for specific situations, good judgement, tact and initiative.
- Superior written, verbal, editing and interpersonal skills and proven ability to develop effective relationships with both internal and external stakeholders.
- Well-developed time-management skills, strong attention to detail, and flexibility.
- Ability to speak French (an asset).

If you join our team, you can expect:

- A comprehensive benefit and pension package.
- Access to an employee and family assistance program.
- A dynamic working environment.
- To work with a team of dedicated professionals.
- To be encouraged and supported to grow your career through training and development.
- Long Service Recognition Awards.

Salary Range: \$59,195 – \$81,920 per annum

If you share our values and are interested in this position, please visit us at www.ola.org and select *Careers* for more details. File No.: **LA-2024-39** Closing Date: **Monday, March 25, 2024**

The Legislative Assembly of Ontario embraces diversity and, as an equal opportunity employer, is committed to creating an inclusive workplace while establishing a diversified qualified workforce. If you require accommodation in order to participate in the recruitment process, please email your contact information to hr@ola.org for follow-up.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.