

EVENTS COORDINATOR

The National Judicial Institute (NJI) is an independent, bilingual, not-for-profit organization located in Ottawa with a mandate to coordinate and deliver education to members of the judiciary across Canada.

Internally, a team of lawyers assists the various committees on matters of content and pedagogy, while meeting professionals coordinate all logistical aspects of the programs. As part of its curriculum, the NJI offers over 70 judicial education programs each year. In addition, the Institute provides a number of educational resources to members of the judiciary, such as Judicial Education Guides, Electronic Bench Books, hard-copy publications, educational modules to assist in program design, and an online judicial library.

The NJI is looking to fill an indefinite position of Events Coordinator. This position requires fluent bilingualism. This position will be based in Ottawa. Online event planning will be a core focus during COVID-19.

RESPONSIBILITIES

The Events Coordinator, his/her Manager and a lawyer make up the program team responsible for designing and delivering judicial education programs. Working in close cooperation with members of a program's judicial planning committee, the Events Coordinator coordinates the process for the effective planning, development, delivery, and evaluation of domestic judicial education programs, and performs most tasks associated with this process.

These tasks include: organizing and participating in internal and external program planning sessions; creating and finalizing program agendas with planning committees; coordinating and preparing all course and conference materials; communicating with planning committees, external suppliers and program participants; assisting in managing all phases of program delivery (including registration, set-up, logistical assistance during programs, and evaluation and wrap-up of program activities); and helping to ensure that all of the above occur within budget and on deadline.

QUALIFICATIONS

Required

- 1) College diploma or university degree in a relevant field;
- 2) Minimum of 2 years of experience, including (but not limited to) event planning, project management, and financial management;
- 3) Fluently bilingual in French and in English (reading, writing and oral);
- 4) Proficient computer skills including (but not limited to) the Microsoft Office Suite, Windows and Internet Explorer; and,
- 5) The ability to travel frequently within Canada. (Travel is currently disrupted by Covid-19)

Desirable

- 1) Experience working on on-line events using technologies such as Zoom, Teams

SKILLS

- 1) Excellent time management skills and the ability to handle multiple tasks and projects
- 2) Excellent interpersonal, problem-solving, and teamwork skills
- 3) Excellent writing and communication skills, with meticulous attention to detail
- 4) Proven ability to organize, take initiative, and exercise good judgment
- 5) Ability to build and maintain internal and external relationships with professionalism and integrity
- 6) Ability to work with minimal supervision
- 7) Exhibits a positive attitude and is flexible and adaptable in responding to changing priorities
- 8) Maintains professional ethics, discretion and confidentiality.

Please email your cover letter and résumé to cv@nji-inm.ca to the attention of Human Resources.

We would appreciate receiving applications by April 12th 2021, but will continue to consider applications until the position is filled.

While we appreciate all responses, only candidates under consideration will be contacted. The National Judicial Institute is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an interview or employment testing, please advise Human Resources if you require accommodation.