

## Events and Logistics Manager

The Canadian Drug Policy Coalition (CDPC) is launching a ground-breaking, participatory systems change initiative across Canada. Over the next three years, we will be working with communities to improve public understanding of drug policy, promote a public health and human rights-based approach to drugs, and develop momentum for sustained and coordinated efforts to improve our approach to substance use. To help us reach our goals, we are seeking an experienced **EVENT AND LOGISTICS MANAGER** working with diverse stakeholders and vendors to assist in organizing events to engage communities in dialogue on complex health and social issues. The Event and Logistics Manager will report to CDPC's Head of Public Engagement.

The candidate must possess strong research, customer service, negotiation, project management and logistics skills.

CDPC is a national coalition at Simon Fraser University (SFU) in Vancouver, British Columbia, that promotes a drug policy for Canada based on principles of public health, human rights, evidence and social inclusion. CDPC fosters public education, dialogue and action on public policy as it relates to reducing harms and maximizing benefits related to substance use in our communities and promotes policies that improve the health and well-being of people who use substances in Canada and internationally.

### RESPONSIBILITIES

- Collaborates with the CDPC staff team, the SFU Centre for Dialogue, a national advisory committee, and local organizing committees to design regional and community-based participatory systems change dialogue events and other public engagement opportunities
- Work collaboratively with the Head of Public Engagement in planning and organizing events from start to finish
- Create an event logistics plan, timeline and Run-of-Show for each event
- Source estimates and negotiate contracts with venue, vendors / suppliers to ensure adherence to the budget
- Secure and negotiate in-kind and financial sponsors and partners, when possible
- Update and prepare weekly budget report for the Head of Public Engagement
- Assess venue accessibility for each event
- Secure venue services as needed (internet, inbound/outbound shipping, etc.)
- Secure event insurance for all events
- Initiate contract/procurement process and ensure timely payment of vendors
- Manage event registration process including, but not limited to, badge registration, guest accommodations, travel logistics and itineraries where needed
- Prepare and manage event specifications (venue set-up and floor plan, accessibility requirements, hotel rooming list, guest dietary restrictions and allergies, audio-visual requirements, ground transportation arrangements, etc.)
- Obtain and manage the distribution of honourariums, taxi chits and per diems, as needed
- Travel to event locations and lead installations, set-up and tear down on-site
- Clearly communicate objectives, expectations, and responsibilities to cross-functional staff, local organizing committees, vendors, facilitators and other stakeholders to execute on the CDPC's vision and objectives at events
- Work with local organizing committees to schedule attendance and staffing plan for events
- Hire and supervise on-site event personnel (catering and bar staff, AV, front-of-house staff, etc.)
- Work with local organizing committees to recruit, train, schedule and manage event volunteers

- Collaborate closely with the CDPC communications team to ensure the successful production of event collateral

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Successful completion of post-secondary degree in communications, dialogue studies, event production, project management or another applicable field.
- Minimum 4 – 6 years of related experience in event planning/management, sponsorships and/or complex project management
- Excellent negotiation and research skills
- Excellent interpersonal and customer service skills and ability to work with people of diverse abilities, backgrounds, and viewpoints
- Awareness of current issues relating to substance use and the overdose crisis, or a strong willingness to learn
- Must have strong sponsorships and partnerships experience
- Must be skilled in managing budgets and tracking event expenditures
- Ability to build networks and relationships with a high degree of professionalism
- Hands-on experience in event production, management and promotion
- Must be a strong communicator with the ability to develop and manage cross-functional working groups
- Must be highly organized, flexible, and can thrive in a fast-paced environment and handle multiple projects with tight deadlines
- Must be able to work independently and make critical decisions with minimal supervision
- Must be a fast learner and adaptable; calm and level-headed under pressure or during unexpected changes
- Highly detailed and solutions-oriented
- Computer proficiency required (MS Office, Slack, Asana, Eventbrite)
- Effective written and verbal English communication skills
- Ability to travel within Canada
- Valid Driver's License

## **JOB POSTING: COMMUNITY OUTREACH MANAGER**

The Canadian Drug Policy Coalition (CDPC) is launching a ground-breaking, participatory systems change initiative across Canada. Over the next three years, we will be working with communities to improve public understanding of drug policy, promote a public health and human rights-based approach to drugs, and develop momentum for sustained and coordinated efforts to improve our approach to substance use. To help us reach our goals, we are seeking an experienced COMMUNITY OUTREACH MANAGER working with diverse stakeholders to assist in building and expanding community relationships. The Community Outreach Manager will report to CDPC's Head of Public Engagement.

The candidate must possess strong research, customer service, conflict resolution, community building, and project management.

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## RESPONSIBILITIES

- Assist the Head of Public Engagement in developing a national dialogue program that will focus on a public health and human rights approach to substance use, the impact of current approaches to drugs and substances on individuals and communities, and the issue of stigma related to substance use and related policy frameworks
- Assist the Head of Public Engagement in building, expanding and maintaining positive relationships with community partners and stakeholders in co-creating CDPC public engagement activities
- Assist the Head of Public Engagement in surfacing community leaders and connectors as well as identifying community strengths and resources
- Research and report on demographics and, where possible, psychographics for each community where events will be held
- Research and report on attitudes and public perception of 'hot-button' issues for each community where events will be held
- Create and maintain a database of community and government contacts as well as resources for each community where events will be held
- Assess, produce and deliver capacity-building activities and knowledge translation programs that support each community where events will be held
- Collaborate closely with the CDPC communications team to ensure the successful production of capacity-building collateral
- Work with local organizing committees to recruit, train, schedule and manage event volunteers
- Travel to event locations and assist installations, set-up and tear down on-site
- Assist with event registration process including, but not limited to, badge registration, guest accommodations, travel logistics and itineraries where needed
- Schedule, invite, create agenda and take meeting minutes for weekly event planning meetings with CDPC staff and local organizing committees
- Schedule, invite, create agenda and take meeting minutes for ad hoc meetings with Advisory Committee
- Co-write reports on project activities as necessary to the CDPC team, advisory group, external partners and funders

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Successful completion of post-secondary degree in communications, social work, adult education, dialogue studies, behavioral psychology, social sciences or another applicable field.
- Minimum 4 – 6 years of related experience in community development, community management, promotions, behavioral economics and/or complex project management
- Must have strong quantitative and qualitative research skills
- Excellent interpersonal and customer service skills and ability to work with people of diverse abilities, backgrounds, and viewpoints
- Must be personable, non-judgmental and approachable
- Superb conflict resolution skills
- Must have experience working in non-profit, union or social justice environment
- Awareness of current issues relating to substance use and the overdose crisis, or a strong willingness to learn
- Ability to build networks and relationships with a high degree of professionalism
- Understands and values the importance of trust-building
- Must have experience in asset-based community development
- Hands-on experience in building out successful audience acquisition programs
- Must be a strong communicator with the ability to develop and manage cross-functional working groups
- Must be highly organized, flexible, and can thrive in a fast-paced environment and handle multiple projects with tight deadlines

- Must be able to work independently and make critical decisions with minimal supervision
- Must be a fast learner and adaptable; calm and level-headed under pressure or during unexpected changes
- Highly detailed and solutions-oriented
- Computer proficiency required (MS Office, Slack, Asana, Eventbrite)
- Effective written and verbal English communication skills
- French language fluency is preferred
- Ability to travel within Canada
- Valid Driver's License

CDPC is a part of the Centre for Applied Research in Mental Health and Addiction (CARMHA) in the Faculty of Health Sciences at Simon Fraser University (SFU). Our offices are located at SFU's Harbour Centre campus in downtown Vancouver, BC.

This is a full-time contract position. Work takes place during regular business hours however some flexibility and travel will be required. Salary package is \$45,000-\$54,000, depending on experience.

**How to apply:**

Please submit a resume and cover letter (in PDF format) to [jobs@drugpolicy.ca](mailto:jobs@drugpolicy.ca) by **June 21, 2019**. Candidates selected for an interview will be contacted by email. Thank you to all who apply.