



**PEDIATRIC ONCOLOGY GROUP OF ONTARIO
15 Month Contract (Maternity Leave)**

Educational Events Coordinator

Founded in 1983, the Pediatric Oncology Group of Ontario (POGO) is a not-for-profit organization committed to improving outcomes for children with cancer and ensuring an optimal quality of life for the children, their families and the survivors.

In keeping with its mission, vision and values, and to optimally develop and deliver on the Childhood Cancer Care Plan for Ontario, POGO engages with and provides education and information to clinicians, patients and their families, childhood cancer survivors and sponsors through conferences, symposiums and other events.

Time Commitment: Full-time, with occasional evening and weekends as required to accommodate events.

Accountabilities:

- Plan, execute, and evaluate POGO's events including the annual symposium, education days and other events
- Promote excellence in POGO's educational event offerings in terms of relevance, quality, and effectiveness, ensuring the events are forward-thinking and reflect best practices
- Identify and consult with subject matter experts including clinical educators, clinicians, internal team members, external vendors, partners and other stakeholders throughout the event planning process in order to deliver high quality signature POGO events
- Manage venue logistics, vendor negotiations and transactions
- Manage marketing and promotions of events
- Create and manage event content on POGO's website, social media accounts and subsidiary education websites
- Create and maintain event documentation
- Convene, co-ordinate and support event advisory committees
- Ensure educational events meet and maintain standards for professional accreditation
- Collaborate with POGO Program and Fundraising teams to promote best practices and consistency across POGO's educational and engagement activities
- Partner with Development team to create new sponsorship opportunities
- Oversee POGO Awards Program recognizing excellence in pediatric cancer care and engagement with POGO
- Identify optimal channels for delivery of education; establish and manage relationship and or/contracts with vendors and partners as needed

Qualifications:

- Post-secondary education in related field
- Minimum of 5 years' experience in event/educational conference planning; with a focus in health care, clinical education or not-for profit sector
- Excellent project management skills; with experience developing and effectively managing event or project budgets
- Detail- and service-oriented with the ability to create high impact participant experiences
- Strategic thinker with strong understanding of signature and educational event planning best practices and delivery
- Excellent verbal and written communication, interpersonal, relationship-building and public relations skills
- Ability to engage, motivate, manage and retain volunteers
- Strong marketing, social media and branding skills; familiarity with Wordpress content management system
- Experience or significant interest in the health care context and with health care professionals; experience with childhood cancer patients, survivors and their families considered an asset
- Demonstrated ability to handle multiple projects concurrently and meet deadlines
- Ability to thrive in a team environment as well as work independently
- Experience in convening, communicating with, and managing multi-sector planning committees
- Advanced computer skills (Word, Excel, PowerPoint, Outlook, etc.)

Deadline for Applications:

March 22, 2019

How to Apply:

Interested candidates are invited to submit a **resume and cover letter** (as one attachment) to hr@pogo.ca