



## **MEETING PLANNER (permanent position) Toronto**

The C.D. Howe Institute, Canada's leading independent, non-partisan public policy research Institute, is seeking a Meeting Planner. This position is a critical member of the Events Department and a key resource for the advancement of the C.D. Howe Institute's initiatives.

Generally, he/she will help organize, promote and assist with a variety of event activities and have the responsibility to provide the necessary administrative support to carry out the activities.

The successful candidate is responsible for planning, confirmation, and execution of all logistical details and contingency planning for roundtables and conferences held at the Institute or offsite. We are looking for a proactive and highly organized individual who pays exceptional attention to details and has proven abilities in planning, organizing, coordinating, troubleshooting, negotiating, and implementing of projects.

Your qualifications include 3-4 years meetings planning experience, budget management, excellent written and verbal communications skills. Excellent Microsoft Office applications (Word, Excel, Powerpoint, Access. Familiarity with Raiser's Edge database an asset).

Please email your cover letter and resume to [personnel@cdhowe.org](mailto:personnel@cdhowe.org). Or fax to C.D. Howe Institute 416-865-1866. The deadline for applications is Friday, January 18, 2008. We thank all applicants; however, only those selected for an interview will be contacted.