

FITSPIRIT

Events & Participant Experience Manager

141 Saint-Charles Street, Sainte-Thérèse

Website: fitspirit.ca

JOB DESCRIPTION

FitSpirit was established in 2007 to help teenage girls become physically active for life. The Events & Participant Experience Manager is responsible for user experience and events from the planning to implementation stage. Reporting to the Director of Programs and Operations, he/she will focus on planning and field management of Celebrations and other events, and on creating unforgettable experiences for the girls.

TASKS AND RESPONSIBILITIES

- Design events ranging from training sessions to large-scale events
- Plan and manage FitSpirit Celebrations (year-end sports fests)
- Create a wow effect for teenage girls in both programs and events
- Update and keep to timelines
- Manage promotional materials and inventories
- Manage volunteer relations, from recruitment to engagement
- Maintain good relations with suppliers and partners
- Support the philanthropy team's event initiatives

QUALIFICATIONS

- Bilingual French and English, spoken and written
- Excellent written and oral communication skills
- Strong interpersonal skills
- Well organized, adept at prioritizing
- Excellent knowledge of the events field
- Flexible, able to adapt to occasional unexpected demands and shifting deadlines
- Familiar with various software tools (G Suite, Monday, CMS)

- Knowledge of the physical activity sector

REQUIREMENTS

- Minimum five years of experience in event planning and management
- University degree in communications, business administration, physical education or another relevant field
- Available for occasional road travel
- Share FitSpirit's values

JOB BENEFITS

FitSpirit offers exciting career opportunities in a flexible, dynamic work environment:

- Benefits package
- Three weeks of annual paid vacation
- Flexible 40-hour work week
- Telework two days per week, when projects allow

If your skills and experience match this job description, we want to meet you!

Please email a bilingual cover letter and your resume to candidature@fillactive.ca before October 18.