

Special Events Planner

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Toronto Region Educational Services:

Toronto Region Educational Services (TRES) is a not-for-profit organization dedicated to providing individuals across the Toronto region and beyond with accessible, free, and affordable educational resources. We offer a safe, supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As a Special Events Planner at TRES, you will coordinate, organize, and execute events that reflect the organization's mission, objectives, and brand identity. You will oversee the full event lifecycle—from concept development and budgeting to vendor coordination and on-site execution—ensuring that every event delivers a seamless, engaging, and memorable experience for attendees. By combining creativity, strategic planning, and strong organizational skills, you will support the successful delivery of conferences, seminars, trade shows, product launches, and community-focused initiatives.

Key responsibilities are as follows:

- Develop event concepts, timelines, and detailed plans that align with organizational goals and branding.
- Coordinate all event logistics, including venue arrangements, catering, décor, audio-visual setups, transportation, and equipment needs.
- Collaborate with internal teams to ensure event content, design, and execution meet established strategic and branding standards.
- Prepare and manage event budgets, track expenses, and negotiate contracts with vendors, venues, and suppliers.
- Maintain strong vendor relationships to ensure reliability, quality, and smooth operational flow.
- Oversee on-site event operations, including setup, registration, staff supervision, and attendee communication.
- Manage last-minute adjustments and troubleshooting with professionalism and efficiency.
- Support event marketing efforts by creating promotional materials and coordinating outreach with marketing teams.

- Track event metrics, collect participant feedback, and prepare post-event reports to inform improvements and guide future planning.
- Ensure all events adhere to organizational safety, compliance, and quality standards.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

Requirements:

- Passion for event planning, community programs, and creating memorable attendee experiences.
- Strong organizational, project management, and multitasking skills.
- Experience in event coordination, logistics management, or related fields.
- Excellent communication and interpersonal skills.
- Ability to work effectively with vendors, partners, and cross-functional teams.
- Proficiency with Google Workspace, Canva, and other event or project management tools.
- Ability to work 35–40 hours per week, including evenings and weekends based on scheduled events.
- Mobility to travel across the Greater Toronto Area, primarily York Region and Toronto.
- Valid Standard First Aid with CPR-C and a clear Vulnerable Sector Check (required before the first day; not reimbursed).
- Candidates must be between 15–30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience coordinating large-scale or multi-day events.
- Knowledge of marketing, promotion, or digital engagement strategies.
- Experience with budgeting or financial tracking for events.
- Fluency in more than one language (reading, writing, speaking, listening).
- Access to a vehicle and valid G2/G Ontario driver's licence.

This is a fully in-person position. Salary ranges from \$18–26/hour, dependent on experience, skills, education, and role.