



Toronto Pan Am Sports Centre Inc. is currently seeking a full-time **Events Coordinator** to join our team!

The Events Coordinator reports to the Manager, Events and Special Projects and will assist with event preparations and operations for tournaments, special events, facility and meeting rentals and miscellaneous projects that are typically outside of the traditional programming. They will work closely with the Manager, Events and Special projects to understand their clients' needs pertaining to the event and execute it.

The key accountabilities of the role include, but are not limited to:

- Assist/lead in administering and planning special events that take place within the facility;
- Coordinates all internal room bookings (TPASC Inc., City of Toronto, UTSC);
- Assists with external bookings and special event rentals, including filming rentals;
- Coordinates in the planning, sales, and delivery of Birthday Parties;
- Coordinates varying administrative documents including but not limited to: event applications, rental agreements, insurance documentation and invoicing;
- Creates accurate documentation and maintains departmental confidential records;
- Assists with catering services including menu planning, execution and invoicing;
- Assists in coordinating logistics for security, cleaning, waste removal and storage for events;
- Assist with invoicing and cheque requisition for events and services rendered;
- Coordinates communication of special events and facility and meeting rentals to Membership Services and ensures internal staff are equipped with necessary information;
- Exercises discretion and judgment in the mitigation of problems and situations that arise during events;
- Liaises with other departments and staff to coordinate and facilitate events and facility rentals;
- Act as the main point of contact in the building during event execution and other duties as assigned.

What we need from you:

- Completion of a college diploma or an acceptable equivalent combination of education and experience;
- A minimum of two (2) years related experience in athletics administration/event operation;
- Accuracy and meticulous attention to detail;
- Demonstrated excellent interpersonal, oral and written communication and organizational skills;
- A positive attitude, highly motivated and energetic;
- A strong ability to problem solve, multi task and perform well under high pressure situations;

- Superior customer-service skills including flexibility and patience to deal with varied clientele in a professional manner;
- Expert in coordination of meetings, workshops and calendar maintenance;
- Excellent writing skills, including proof-reading and formatting of documents; and
- Excellent computer skills in Microsoft Office Suite;
- Must be able to work a flexible schedule for events that may include days, afternoons, and evenings as well as weekends.

The successful candidate will be required to obtain a Police Vulnerable Sector Check.

At the Toronto Pan Am Sports Centre Inc. we can offer you:

- A Comprehensive Benefits Package including Medical, Dental, Vision, Life, AD&D Insurance, Disability coverage, and Travel Insurance
- Employer RRSP Contribution
- Complimentary Fitness Centre Membership
- Training and Development including Education Assistance Reimbursement
- Employee Assistance Program
- Experience in working large scale events, tournaments and competitions Commercial & Movie productions, photo shoots and more!
- Corporate Events
- Staff discounts on items such as mobility, clothing, events, etc.

How to apply

Please submit your cover letter and resume by email to the attention of: Elizabeth McCaw, Administrator, Sport and Recreation by 5pm on April 16, 2024.

E-mail: emccaw@tpasc.ca

Our history

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility was the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. Toronto Pan Am Sports Centre delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building's 312,000 square-feet includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at Toronto Pan Am Sports Centre and provides world-leading sport science and sport performance services. Toronto Pan Am Sports Centre opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit www.torontopanamsportscentre.ca

Toronto Pan Am Sports Centre Inc. is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Toronto Pan Am Sports Centre Inc. will provide, on request, accommodations for disabilities to support your participation in all of our Recruitment Process.

We thank all applicants that apply, however only those being considered for an interview will be contacted.

Toronto Pan Am Sports Centre
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