



# **Alberta Council of Disability Services**

Suite 220 - 200 Rivercrest Drive SE, Calgary, AB T2C 2X5

Switchboard: (403) 250-9495 Fax: (403) 291-9864

Website: [www.acds.ca](http://www.acds.ca) Email: [acds@acds.ca](mailto:acds@acds.ca)

## **EVENT ASSISTANT**

### **Who We Are**

The Alberta Council of Disability Services (ACDS) is a not-for-profit network of community disability sector organizations in Alberta. Established in 1972, our member-driven organization works closely with the Government of Alberta and other partners, to strengthen the Community Disability Services (CDS) sector to benefit Albertans with developmental disabilities. Member support is provided through policy advocacy, training and development, accreditation, research, and building connections within and across the CDS sector.

### **What We Seek**

An innovative and creative individual with excellent planning skills, who will help shape ACDS' annual conference. Working under the supervision and guidance of the Manager of Training and Development, this position will support the planning of the ACDS 2022 annual conference (scheduled for September 27-29 in Edmonton), with emphasis on logistics and ensuring the safety of staff, attendees, and guests.

Located in Calgary, this full-time, temporary position will appeal to an energetic young professional, who understands the importance of effective communications to support organizational goals. The successful candidate will utilize and build on their strong communications and related skills, while learning about the non-profit sector and engaging in work that is making a meaningful difference in society.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The tasks and responsibilities of this position are to:

- Research best or promising practices in running events with respect to the COVID-19 pandemic and public health and safety
- Integrate practices, policies, and procedures into event planning, to enhance the experience of the conference while remaining within budget
- Ensure that activities are assessed with respect to the target audience and intended outcomes of the conference
  - the audience consists of workers in the Community Disability Services sector, of which approximately 300-400 attend the annual conference
  - the intended outcomes of this year's conference are to rejuvenate the workforce; to restore hope in the work of CDS workers; and to celebrate the 50th anniversary of ACDS
- Source and negotiate with vendors and sponsors for the event
- Communicate with and coordinate speakers and facilitators of activities into event programming
- Develop a coordinated plan for ACDS staff for the operations of conference, including contingency planning

---

**Our Mission: ACDS is the collective voice of our members, advancing excellence and best practices, advocating for effective public policy, and championing professional disability services.**

- Support promotional activities related to the event
- Support the development of a feedback process to evaluate the event

### **QUALIFICATIONS AND COMPETENCIES**

- Post-secondary education or training in hospitality management, general management, or public relations
- Excellent written and verbal communication skills
- Healthy level of curiosity – openness to ask questions
- Strong analytical skills to define problems and to create solutions
- Solid time management, organizational, and event coordinating skills
- Demonstrated proficiency with Microsoft office products including Excel, Word, and Outlook
- Must be between the ages of 18 and 30 years old and be a Canadian citizen or permanent resident (as per the Canadian Summer Jobs 2022 requirements)

This position will run for eight weeks in Calgary (for 280 hours of work, averaging 35 hours per week). ACDS offers \$19/hour for this position, as well as opportunities to be mentored by professional staff in a highly supportive work environment. Individuals with background experience and/or enthusiastic interest in event planning, human resources, hospitality management, and stakeholder engagement will find this opportunity a great learning experience. Individuals who identify with any of the below underrepresented groups are especially encouraged to apply:

- Recent immigrant youth and recent refugee youth (recent is defined as having arrived in Canada in the past 5 years)
- Indigenous youth
- Black and other racialized youth
- Youth with disabilities
- Visible minorities
- LGBTQ2
- Women

E-mail résumé and cover letter to: [hr@acds.ca](mailto:hr@acds.ca).

Please state “Event Assistant - Website” in subject line.

**Deadline: 8:00 am on Monday, May 23, 2022**

Only candidates selected for an interview will be contacted. Please do not follow up your application by emailing, phoning, or visiting our office. Candidates will be required to bring documents to prove academic credentials. Position will remain open, and deadline may be extended until the ideal candidate is found.

---

**Our Mission: ACDS is the collective voice of our members, advancing excellence and best practices, advocating for effective public policy, and championing professional disability services.**