



LEAD EVENTS & CONFERENCES

REPORTS TO:	Director, Communications, Capacity Building and KTE
STATUS:	Contract up to 18 months, Full-time
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
SALARY RANGE:	Grade 3 - \$67,897 - \$83,505 annually (FTE)
VACANCY TYPE:	New Position
EMPLOYEE GROUP:	OPSEU Local 5120

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

Reporting to the Director, Communications, the Lead Events and Conferences is an individual contributor responsible for end-to-end event operations and administration to support OHTN's convenings and knowledge exchange activities. This position is hands-on and execution-focused: coordinating event plans and timelines, supporting speaker and participant logistics, preparing event materials and communications, and providing on-site and virtual event support. This role also supports OHTN's education and knowledge translation objectives by coordinating event logistics in alignment with learning goals, target audiences, and program direction established by the Education team.

The Events and Conferences Lead supports planning and delivery of OHTN events throughout the year, including quarterly conferences, events hosted at OHTN, and the Annual OHTN Research Conference (scheduled for February 2027). Success in this role requires excellent organizational skills, attention to detail, strong follow-through, with the ability to proactively identify risks, communicate issues early, ability to manage multiple concurrent timelines while delivering a high-quality participant experience for speakers, attendees, and stakeholders.

Success in this role requires the ability to manage complex event logistics, support multiple timelines simultaneously, and deliver high-quality participant experiences in collaborative environments.

JOB RESPONSIBILITIES

Conference Planning & Program Support

- Work in collaboration with Education and program leads to complete full conference/event planning.

- Ensure speaker logistics, session formats, and accessibility needs support intended learning outcomes.
- Develop and manage conference workback schedules and run-of-show, advising on agenda sequencing and session flow in support of learning objectives and program direction identified by the Director, and coordinating with internal teams to deliver the event.
- Coordinate agenda logistics, including plenaries and concurrent sessions, session scheduling, speaker confirmations, and run-of-show documentation.
- Lead call for proposals processes and speaker logistics, including confirmations, AV needs, accessibility requirements, and day-of coordination.
- Coordinate pre- and post-event communications (logistics emails, reminders, speaker instructions, participant updates, post-event follow-ups).
- Support promotional and informational content for events (e.g., website updates, notices, and communications aligned with Communications team direction).
- Prepare and coordinate event materials (programs, signage, session materials, attendee lists) and support post-event distribution and archiving.

Event Coordination

- Be accountable for logistics for the Annual OHTN Research Conference, including planning support leading up to the annual conference.
- Organize logistics for quarterly conferences and other events hosted by OHTN (in-person, hybrid, and virtual).
- Operationalize and plan venue coordination, guest travel, room setup requirements, catering, A/V, accessibility needs, and vendor arrangements.
- Coordinate speaker, presenter, and participant logistics, including schedules, confirmations, and day-of support.
- Prepare and maintain event workplans, checklists, run-of-show documents, and logistics trackers.
- Support post-event wrap-up activities (e.g., participant follow-up, materials distribution, evaluations/surveys, and debrief documentation).
- Serve as the primary liaison for key partners and stakeholders

Event Administration and Systems

- Maintain and update administrative and tracking processes related to accredited or education-based events.
- Support event registration processes, including maintaining accurate attendee lists and generating basic participation reports.
- Deliver end-to-end event communications (confirmations, logistical emails, calendar invites, reminders, and day-of instructions) using approved templates and messaging.
- Track event-related purchases, invoices, and documentation; support reconciliation processes in coordination with internal procedures.

- Maintain organized event records and files in shared drives (e.g., vendor contacts, templates, attendance lists, and event documentation).

Cross-functional Coordination

- Liaise with internal teams to confirm event requirements and timelines (e.g., communications needs, content deadlines, technology requirements).
- Coordinate with Communications, Education, IT, and other internal teams to ensure event logistics support knowledge translation, education delivery, and participant learning needs.
- Support OHTN in-office event logistics, including meeting room setup and materials preparation when events take place onsite. Work in close collaboration with the OHTN office coordinator to ensure successful execution.

Budget, Vendors, and Suppliers

- Develop and manage conference and event budgets, including cost estimates/forecasts, purchase tracking, and coordination of invoices and reconciliations in accordance with OHTN processes.
- Coordinate with event suppliers and service providers (e.g., printing, signage, AV, accessibility services, materials) and maintain vendor documentation.

Venue, Food & Beverage, and On-site Execution

- Responsible for venues on room setup, scheduling, and logistics; confirm food and beverage arrangements and accessibility requirements.
- Provide on-site event management support, including registration desk support, speaker/session flow, troubleshooting, and day-of logistics (including evenings/weekends as required).

Working Requirements

- Work in-office a minimum of three (3) days per week (hybrid)
- Flexibility to work some evenings and weekends, particularly around major events and conferences.

Other

- Coordinate post-event wrap-up tasks including post-conference report support, evaluation/survey administration, and maintain a post-conference website and/or event archive of materials/recordings as required.
- Other related duties as assigned, consistent with the scope of the role.

ABOUT YOU

- Previous professional experience organizing conferences.

- Post-secondary diploma / degree in a related field (e.g. event management, communications, business administration) or equivalent experience.
- Minimum 5 years' experience leading or coordinating complex events, conferences, or professional meetings.
- Demonstrated experience in a nonprofit, community-based, research, or public health organization is strongly preferred.
- Experience coordinating with conference/event vendors and supporting event related service agreements
- Strong organizational and administrative skills with meticulous attention to detail.
- Strong written and verbal communication skills; professional and service-oriented approach with participants and stakeholders.
- Ability to manage multiple concurrent timelines and priorities with consistent follow-through.
- Proficiency with Microsoft 365 (Outlook, Word, Excel, Teams, SharePoint); comfort with virtual/hybrid event tools.
- Experience with event management tools or databases is an asset.
- Commitment to equity, inclusion, accessibility, and respectful engagement with diverse communities.

WHY WORK WITH OHTN

- **Defined Benefit Pension (HOOPP)**
Eligible employees can participate in the Healthcare of Ontario Pension Plan (HOOPP) — a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.
- **Benefits and Wellness**
Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohntn.on.ca

- Please use **“2026.06 – Lead, Events & Conferences”** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: March 23rd, 2026

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome

applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.