



ROI is Hiring!

ROI is looking for a resourceful, creative person to join our team as a **Rural Events Coordinator**. This is a temporary, full-time position.

Job Title: Rural Events Coordinator

Compensation: \$20/hour

Position Status: Full-time

Number of Weeks: 8 weeks

Number of Hours per Week: 37.5 (negotiable)

Application Deadline: May 7, 2025

Anticipated Start Date: Immediately

Anticipated Finish Date: 8 weeks after start date (with the possibility of extension)

POSITION SUMMARY

As Rural Events Coordinator you will bring your skills of event planning, project management, office administration and client relationship management to assist a small collaborative team to facilitate the delivery of rural/ag-sector leadership programs and engagement events. You will design and implement efficient processes for filing systems, program participant management; plan fundraising and knowledge transfer events; assist with coordination, logistics and delivery of seminars, workshops, study tours and virtual webinars. You are encouraged to bring creative ideas and strategies for stakeholder relationship building and management. The successful candidate has knowledge of rural Ontario and a desire to put processes and systems in place that increase organizational efficiency and enhance participant, alumni and sponsor communication/experience. Ag-sector knowledge, marketing and communication, and office administration supported by knowledge of tools such as SharePoint, Microsoft 365 suite of tools including excel, QuickBooks, MailChimp, Canva and TEAMS are desired skills.

JOB RESPONSIBILITIES:

- To assist with administration including letter/invitation/press release writing, invoicing/payments, event licensing, record keeping, client relationship management, participant/sponsor communications and marketing;
- Be the point of contact for travel advisor and event/curriculum providers;
- Assist in administration of leadership program activities including recruitment, communications special events.
- Involvement in activities related to communications, marketing, fundraising, event planning and project management.
- To assist with organization/curation of historical and current files.

The skills we will focus on will be:

- Event planning (invitations, food/accommodation, logistics, booking – support for 40th anniversary planning)
- Marketing & communication – proof reading, press releases, creative asset design
- Administration (budgeting/invoicing, printing, mailing, filing)
- Client relationship management – AALP alumni characterization



- Ag-sector/rural community familiarity an asset
- Microsoft Excel, QuickBooks, MailChimp, Canva and TEAMS are desired skills

ADDITIONAL INFORMATION

This position is expected to be performed primarily from a remote location though office space is available if required. Meetings may take place at the Rural Ontario Institute office north of Guelph, Ontario, and travel to the office location will not be compensated.

Please apply in confidence by e-mail no later than **May 7, 2025** with a résumé and cover letter highlighting relevant personal experience, accomplishments, and/or motivations that reflect your potential success in the position.

Please apply to:

Ellen Sinclair

Executive Director, Rural Ontario Institute

Email: esinclair@ruralontarioinstitute.ca

We thank all those who apply. Only those candidates selected for an interview will be contacted.



QUALIFICATIONS AND EXPERIENCE:

- 30 years old or younger,
- A Canadian citizen, permanent resident of Canada or a refugee (under the Immigration and Refugee Protection Act), Canadian citizen or permanent resident,
- A student, unemployed or underemployed,
- University degree or college diploma in Business administration, event planning, organization and leadership, project management, agribusiness, communication and marketing,
- Skills required include project management, Microsoft Office Suite, event planning, strong organization and communication skills, virtual engagement, and social media communication knowledge,
- A valid Ontario driver's license and access to a reliable vehicle is required.

A background or interest in topics, areas of expertise or disciplines related to ROI program areas is an asset but not a requirement. This might include for example:

- Rural community development and sustainability;
- Planning/municipal governance/economic development;
- Non-profit capacity building;
- Organizational development & governance;
- Adult education, distance learning and extension;
- Client relationship management tools;
- Agricultural sector and food; and/or
- Leadership development.

ADDITIONAL INFORMATION

This is a full-time position and can be accomplished from a home office or remote location. Part-time hours may be considered. A regular schedule of in-office hours for coordination and team meetings is anticipated. Bi-weekly or monthly meetings may take place at the Rural Ontario Institute office north of Guelph, Ontario. Travel to the office location will not be compensated.

Please apply in confidence by email using the subject line "Rural Events Coordinator Application" no later than **June 13th, 2023**, sending your resume and cover letter highlighting any relevant personal accomplishments or motivations that reflect your potential success in the position.

Please apply to:

Ellen Sinclair

Executive Director, Rural Ontario Institute

[Email: esinclair@ruralontarioinstitute.ca](mailto:esinclair@ruralontarioinstitute.ca)

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