EVENTS SOFTWARE TECHNOLOGIST

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Events Software Technologist (level IV).

The Events Software Technologist will work under the direction of the Manager of Operations. The position will provide events software support to all departments with special emphasis on system administration for events and coordination of all aspects of event planning.

Responsibilities

Duties include but are not limited to:
- Scope projects and recommend tailored/customized event/surveys;
- Create and develop event management software websites and registrations;
- Set up payments using event management software;
- Create event Apps;
- Run reports during and post events;
- Manipulate data within event management software;
- Communicate with departments to coordinate different parts of the event using event software techniques;
- Use creativity to ensure events registration is interactive for the end user;
- Resolve technical issues related to registration;
- Maintain reports, dashboards and portals, as needed;
- Build multiple sessions within event software programs including umbrella events;
- Create surveys; and
- Create evaluations.

In addition to regular duties, the successful candidate will have the ability to work effectively and professionally with internal and external parties such as conference venues, hotels, restaurants, etc. They will have the judgment to discern what information may be shared with these individuals and how and when to maintain confidentiality. An understanding and willingness to perform overtime as the need arises for events.

The individual will be reliable in their attendance and complete their assignments in a timely manner. They will have the initiative to work independently as well as in a team environment. They can complete, in advance, duties related to functions that occur cyclically.

Required Skills
- Minimum of three years of event management software experience, preferably with the Cvent platform for the creation of small and large scale events, including meetings, training sessions, webinars, virtual meetings, the creation of event apps, evaluations, and surveys.
- Intermediate, or higher, level in the current Microsoft Office Suite with an emphasis on Excel;
- Minimum three years previous successful senior administrative assistant experience;
- Ability to manipulate raw data from event software programs to produce event materials such as name tags, expense and attendance tracking for the purposes of reimbursement;
- Ability to manipulate data to support digital check in using QR codes along with communicating various critical event information using the event software programs using Cvent;
- Ability to create payment pathways supporting AQ programs;
- Able to maintain detailed and accurate records such as online event registration data, supplier contracts, inventory management, meeting materials, and procurement material;

- Proven organizational skills to manage multiple assignments, work with multiple departments to meet short deadlines and long term planning;
- Excellent communication, organizational and interpersonal skills, demonstrating diplomacy, tact, and a professional manner;
- Able to deal with difficult situations with empathy and patience;
- Able to work accurately and efficiently under pressure and with deadlines; and
- Certification in Cvent would be considered an asset.

Required Education/Experience
- Broad knowledge of and experience in event software planning and execution, specifically in the Cvent platform.
- Knowledge of the hospitality industry.

This is a Support Staff position under the COPE collective agreement. Starting salary begins at approximately $86,632 and increases with experience to a maximum of approximately $93,506 after 18 months. Support Staff are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance, where eligible.

Start Date: September 29, 2025 or as soon as possible thereafter

SELF-IDENTIFICATION

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

- Do you self-identify as First Nations, Métis, and/or Inuit?
- Do you self-identify as a member of a Black community or racialized community?
- Do you self-identify as a person living with a disability?
- Do you self-identify as a woman, man or as gender diverse?
- Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

Interested parties should submit written applications with résumés confidentially to hr@catholicteachers.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.