

🎉🌟 Join the Julie & Co Team! 🌟🎉

Are you a master of organization with a flair for creating unforgettable experiences? Do you thrive in a fast-paced, dynamic environment? If so, we've got the perfect opportunity for you!

- 🌈 Position: Assistant Corporate Event Planner
- 📅 Contract Duration: Until December 31st, 2024
- 🕒 Hours: Part-Time, Approximately 10 hours per week
- 💰 Salary: \$20.50-\$28.50/hour based on experience

#### About Us:

At Julie & Co, we harness our creative energy, our penchant for big ideas, and passion for changing the world for the better to help organizations achieve their goals. By providing a holistic suite of services, we help clients realize their potential, whether that's planning the perfect event, navigating the political realm, effectively connecting with their audience, or forming a plan for a more sustainable, inclusive future.

#### Your Role:

As our Assistant Corporate Event Planner, you'll be the secret ingredient in our recipe for success! You'll work closely with our seasoned event planning team to bring ideas to life and ensure seamless execution. From brainstorming sessions to on-the-day coordination, your attention to detail and can-do attitude will be the key to making every event a smashing success.

#### Responsibilities:

- Assist in event conceptualization and theme development
- Coordinate logistics and vendor management
- Coordinate speakers and sponsors
- Help create and manage event timelines
- Support on-site event execution
- Assist in post-event evaluation and feedback collection

#### What We're Looking For:

- At least one year experience in an event planning role
- Passion for event planning and a keen eye for detail
- Strong organizational and multitasking abilities
- Excellent communication and teamwork skills
- Creative thinking and problem-solving mindset
- Availability for approximately 10 hours per week from an at home office
- Familiarity with using G-Suite (google suite) products

**\*\*Perks:\*\***

- Gain hands-on experience in the exciting world of event planning
- Collaborate with a fun and dynamic team
- Enhance your skills in a supportive and creative environment
- Be a part of creating memorable experiences for our clients

**How to Apply:**

Ready to party with us? Send your resume along with a brief cover letter showcasing your passion for event planning to [julie@julieandco.ca](mailto:julie@julieandco.ca). Be sure to include the subject line: "Event Planner Extraordinaire Application – [Your Name]".

We can't wait to welcome the newest member to our event-planning team. 🎉👜✨