

**Corporate Communication Officer - Events (MRE 201900186)**

**Corporate Communications**

**Reputation and Brand Management**

**Location:** London

**Employment Group**: Support

**Type of Position:** Full-time Temporary until April 30, 2020

**Closing Date:**  August 16, 2019

**Note:** This is a full-time temporary position until April 30, 2020 (35 hours per week).

**Duties:** Reporting to the Senior Manager, Corporate Communications, the Corporate Communication Officer - Events develops, coordinates, executes and evaluates as well as assists other departments in planning a variety of corporate and College-wide events to ensure that Fanshawe College is presented in a professional, welcoming and positive light with both internal and external stakeholders.

**Qualifications:**

* Post-secondary 3 year diploma/degree in the field of Corporate Communications or Event Planning
* Minimum of 5 years' experience in corporate events planning
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Experience working with a variety of vendors, negotiating services and fees as well as experience working with senior staff in planning high level corporate events
* Ability to work under pressure with tight and competing deadlines
* Strong project management skills
* Demonstrated ability to work both independently and as a team member
* Solid decision-making abilities are required

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: [**https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome\_css.jsp**](https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp)

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**