

Special Events Planner

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As a Special Events Planner at PRES, you will coordinate, organize, and execute events that reflect the organization's goals and brand identity. You will oversee the full event lifecycle—from concept development and budgeting to vendor management and on-site execution—ensuring every event is engaging, professional, and aligned with PRES's mission.

Key responsibilities are as follows

- Develop event concepts, timelines, and plans that align with organizational objectives
- Coordinate event logistics including design, décor, venue arrangements, catering, and audio-visual requirements
- Manage relationships with vendors, venues, and suppliers and negotiate contracts to ensure quality and cost-effectiveness
- Prepare and monitor event budgets, track expenses, and ensure events are delivered within approved budgets
- Oversee on-site event operations including setup, execution, troubleshooting, and takedown
- Manage event registrations and supervise event staff and volunteers to ensure smooth operations
- Maintain clear communication with attendees, partners, and internal teams before, during, and after events
- Support marketing and promotional efforts by creating event materials and coordinating communications
- Analyze event data, attendee feedback, and performance metrics to prepare post-event reports
- Recommend improvements to enhance event quality and support future planning

- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area

Requirements:

- Experience in event planning, coordination, hospitality, or related fields
- Strong organizational, communication, and multitasking skills
- Ability to manage budgets, timelines, and logistics effectively
- Professionalism in managing vendors, partners, and event guests
- Ability to adapt and problem-solve in fast-paced environments
- Ability to work full-time including weekdays and one weekend day depending on scheduling
- Ability to travel across the Greater Toronto Area including Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience planning conferences, workshops, fundraisers, or community events
- Knowledge of event management tools and software
- Experience working with diverse or underrepresented communities
- Multilingual abilities (reading, writing, speaking, listening)
- Access to a vehicle and a valid G2/G Ontario driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.