

Are you ready to be a part of something bigger? As one of Canada's Best Managed Companies, Mega Group values the talents and abilities of our employees and seeks to foster an open, cooperative, and flexible environment in which employees can thrive. Being a proudly Canadian company means we're always looking for smart, enthusiastic, and passionate team members who reflect the communities we serve. Join our team today and take pride in helping our neighbours turn their businesses into success.

Make an impact with our Marketing team as a **Communications & Events Coordinator (Temporary, 18-Month Contract)** in our **Boucherville** office.

What you will do:

- **Events**
 - Plan and coordinate virtual and in-person Member and Vendor events, including conventions, regional meetings, and national committees.
 - Oversee logistical arrangements for these events, including but not limited to hotel bookings, attendee coordination, and collaborating with key stakeholders and experts.
 - Serve as on-site lead, overseeing event logistics, attendee inquiries, and acting as the main point of contact for seamless execution.
 - Identify and recommend suppliers and venues, providing key details to support informed team decisions within budget.
 - Create detailed event timelines and ensure all deadlines are met.
 - Organize, prepare, and build presentations as needed; coordinate translation where required.
 - Research and recommend innovative event ideas and solutions to enhance attendee experience and event impact.
 - Conduct post-mortem meetings and prepare detailed reports with insights and recommendations.
 - Collaborate with internal teams to coordinate event-related content, including emails, presentations, signage, campaigns, and more.
 - Assist and lead special projects as assigned.
- **Communications**
 - Work closely with the Communications & Events Strategist for optimal communication and with cross-functional teams to create engaging events, conferences, and help with participation.
 - Coordinate content across digital platforms, including posting, tracking translations, and executing secondary layouts and visual adjustments as needed.
 - Support Member communications, including the Mega Newsletter, by updating templates, managing links, and maintaining mailing lists for effective distribution.

What you offer:

- Minimum of 3 to 4 years of experience in event planning.
- Proficiency (written and oral) in both English and French is required, as this position requires regular communication with English-speaking employees, members, and suppliers across Canada and the United States.
- Ability to organize, prioritize and successfully multi-task in a fast-paced environment.
- Proficiency in Microsoft Office 365.

- Experienced in database management systems such as Salesforce, email platforms, online portals, and blog management tools.
- Demonstrated experience in drafting and coordinating communications (e.g., newsletters).
- Travel within Canada and the U.S. as required.

What we offer:

- Health and Dental coverage
- Health Care Spending Account
- Lifestyle Account
- Gainshare
- RRSP Plan
- Employee Assistance Program
- Social and charity committees
- Hybrid work possibilities
- Healthy work-life balance
- Positive company culture
- Training and development opportunities
- The personal fulfillment of supporting local businesses

Who we are:

Making independent retailers stronger is not just a tagline, it is our entire reason for being. For 60 years, Mega Group has provided a competitive edge to like-minded Canadian independent home goods retailers by providing programs and services that save them time and money. Entirely member-owned, Mega Group provides the combined expertise and scale in the areas of Retail financial support, Digital business, and Business Fundamentals that our members cannot easily access or afford on their own.

Want to learn more? Check out our [website](#) and follow us on [Facebook](#).

Our goal is to support local businesses. We believe the best way to do that is by building a team with various backgrounds, cultures, and perspectives to help make our vision a reality. Diversity and inclusion fuel our innovative solutions and unite us with our members and the communities we serve. We have a nationwide, multicultural, and diverse member base - we want to reflect that inside our walls.