



Do you thrive in a fast-paced environment? Are you a seasoned meeting planner driven to deliver exceptional corporate events? If yes, consider joining the Canadian Foundation for Healthcare Improvement (CFHI), a federally funded not-for-profit organization, based in Ottawa, that identifies proven innovations and accelerates their spread across Canada by supporting healthcare organizations to adapt, implement and measure improvements in patient care, population health, and value-for-money. CFHI is seeking a bilingual **Event Planner** to complement its existing team of dynamic employees.

At CFHI, we've assembled a team of the best and the brightest professionals—at every level and in every specialty—who are passionate about healthcare improvement. We're just as committed to growing and developing our employees as we are about improving healthcare for Canadians and we strive to be an employer of choice.

Reporting to the Vice-President, Corporate Services, the Event Planner is responsible for organizing and producing corporate events from conception through to completion with an exceptional and outstanding ability to collaborate with staff to deliver a memorable event that meet quality expectations. The Event Planner will manage the whole event process from the planning stage right through to running the actual day itself and for the post-event evaluation. The role is very hands-on and involves working as part of a team. The Event Planner manages the administration and logistics of numerous one-time as well as ongoing events for CFHI and is expected to operate with a high degree of autonomy. The Event Planner will represent CFHI at events to promote and share its vision, mission and its work.

CFHI offers a competitive compensation package, flexible summer hours, generous employer-paid extended healthcare benefits, an annual bilingual bonus, and an appealing defined-benefit pension plan.

Interested candidates should send a letter outlining their relevant skills and experience and curriculum vitae to hr-rh@cfhi-fcass.ca, no later than March 1, 2017.

For more detailed information about this exciting opportunity (including a full job description) and further information about CFHI, please visit our web site at <http://www.cfhi-fcass.ca> and follow the links to *Employment Opportunities*. Please note that only those candidates selected for an interview will be contacted.

CFHI is an equal opportunity employer and welcomes applications from all qualified candidates.