

<b>Job Title:</b>	Membership, Stakeholder & Events Coordinator
<b>Reporting Manager:</b>	Director, Impact, Culture & Corporate Stewardship
<b>Positions Available:</b>	1 Full-Time Roles
<b>Location:</b>	Hybrid – Primarily remote, with required in-person attendance for major events, meetings, and conferences in the Greater Toronto Area and occasionally elsewhere in Ontario.
<b>Term:</b>	Permanent Full-Time
<b>Support across Pillars:</b>	Membership Education & Policy – 25% Government Relations and Advocacy – 10% Events & Community – 50% General/Admin - 15%

## About the OAND

The Ontario Association of Naturopathic Doctors (OAND) is the professional voice for Ontario’s licensed Naturopathic Doctors. With a 100-year legacy of regulated naturopathic care in Ontario, OAND champions the profession through three core pillars: Membership, Education & Policy; Government Relations & Advocacy; and Events & Community.

We advance policies that strengthen access to integrated, high-quality care for Ontarians, support clinical excellence through continuing professional development, and foster a vibrant, engaged community of practitioners. Through strategic advocacy, stakeholder partnerships, and the delivery of premier educational events, including our annual clinical conference—OAND works to ensure that Naturopathic Doctors can practice to their full training and contribute meaningfully to Ontario’s evolving health-care system.

At its heart, OAND provides leadership, connection, and a united voice for a profession dedicated to proactive, person-centered health care.

## Position Overview

The Membership, Stakeholder & Events Coordinator plays a key role in supporting OAND’s corporate partnership program and flagship events, including OANDCon and other continuing education and member engagement activities throughout the year.

Working closely with the Director, Impact, Culture & Corporate Stewardship, the Coordinator will support the full lifecycle of corporate partnerships and events: managing partner deliverables, coordinating sponsor and exhibitor logistics, liaising with vendors and venues, and helping to deliver high-quality, well-organized events that reflect OAND’s brand and strategic priorities.

This role is ideal for a highly organized, detail-oriented coordinator who enjoys building relationships, managing many moving parts, and ensuring that partners, exhibitors, vendors, and attendees have a strong and professional experience with OAND.

## **Key Responsibilities**

### **1. Corporate Partnership Support & Stewardship**

- Support the cultivation and stewardship of current and prospective corporate partners, ensuring a professional and positive experience at every touchpoint.
- Coordinate the fulfillment of corporate partner benefits, including recognition in OAND communications, event materials, websites, and digital platforms.
- Maintain accurate and up-to-date records of corporate partner contacts, agreements, invoicing, deliverables, and reporting requirements in the CRM.
- Track and monitor key sponsorship deliverables (e.g., exhibitor booths, speaking slots, CE sessions, awards, eConnect ads, dedicated emails) and ensure commitments are met on time.
- Assist with preparation of partnership reports, end-of-year summaries, and renewal proposals.
- Provide responsive, professional day-to-day support to corporate partners via email, phone, and virtual meetings.

### **2. Event Coordination & Logistics**

- Support planning and delivery of OAND's major events, including OANDCon, sponsored CE sessions, partner activations, and special events throughout the year.
- Coordinate exhibitor and sponsor logistics, including:
  - Booth selection and assignments
  - Exhibitor kits and information packages
  - Shipping and setup details
  - Badge lists, registration, and onsite check-in
- Liaise with venues (e.g., convention centres, hotels, campuses) and event vendors (A/V, décor, printing, signage, catering) to confirm requirements and timelines.
- Assist in building and maintaining event production timelines, run-of-show documents, and internal checklists.
- Support onsite event execution, including exhibitor and sponsor support, registration, room setup, signage placement, and troubleshooting as needed.
- Assist in collecting, organizing, and tracking post-event feedback from partners, exhibitors, and attendees.

### **3. Continuing Education (CE) & Webinar Support**

- Liaise with corporate partners and speakers to gather presentations, bios, and promotional copy.
- Provide basic technical and logistical support during virtual sessions (e.g., letting participants in, managing chat, recording sessions).
- Track event attendance and ensure accurate CE reporting and certificate issuance, where applicable.
- Support scheduling, speaker coordination, registration setup, and communications for virtual and in-person CE events.
- Coordinate logistics for product education webinars and continuing education (CE) sessions with corporate partners and other stakeholders.

#### **4. CRM, Data & Administrative Coordination**

- Maintain and update corporate partner and member records in the CRM to ensure data accuracy and completeness.
- Track sponsorship invoices, member dues payments, and outstanding balances in collaboration with finance and the Director.
- Pull monthly reports to support internal planning, forecasting, and evaluation, using the CRM and payment gateway systems as needed.
- Help maintain shared tracking tools (spreadsheets, timelines, dashboards) related to corporate partnerships and events.
- Support transition to a new CRM – assisting with data cleanup, migration, user testing, and documentation to ensure seamless adoption across the organization.

#### **5. Communications & Relationship Management**

- Serve as a friendly, professional point of contact for corporate partners, members, and vendors, responding to inquiries in a timely manner.
- Draft and send clear, concise communications regarding event logistics, deadlines, deliverables, membership and sponsorship benefits.
- Support preparation and proofreading of partner-facing materials such as sponsorship guides, exhibitor kits, event confirmations, and follow-up communications.
- Collaborate with the communications and programs team to ensure partner recognition and event messaging is consistent and aligned with OAND's brand.

### **Qualifications**

- Bachelor's degree or college diploma in Events Management, Business Administration, Communications, Marketing, Nonprofit Management, or a related field; equivalent combination of education and experience will be considered.

- 2–4 years of experience in an events coordination, corporate partnerships, membership, or administrative coordination role, preferably within an association, nonprofit, or healthcare-related setting.
- Experience supporting conferences, trade shows, or multi-session events (virtual and/or in-person) is a strong asset.
- Experience liaising with external partners, sponsors, or vendors is preferred.
- Strong communication and interpersonal skills, with a professional, service-oriented approach when interacting with partners, vendors, and colleagues.
- Highly organized with excellent attention to detail and the ability to manage multiple projects, deadlines, and priorities in a fast-paced environment.
- Experience managing CRM platforms and/or databases (e.g., McTrade, Microsoft 365, Salesforce, or equivalent).
- Proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook, SharePoint, Teams), with:
  - Advanced Excel skills (formulas, basic data analysis, pivot tables, VLOOKUPs, reports) considered a strong asset.
- Comfort working with payment gateway systems and basic reconciliation processes (e.g., invoice tracking, payment reports).
- Experience with online event platforms or registration systems (Jotform).
- Familiarity with naturopathic medicine, integrative health, or the wellness sector is an asset but not required.

### **Core Competencies**

- Relationship Building: Able to build and maintain strong, positive relationships with corporate partners, exhibitors, vendors, and colleagues.
- Event Mindset: Enjoys problem-solving in real time, staying calm and professional during busy event periods and live activations.
- Detail Orientation: Notices gaps, inconsistencies, and missing information and proactively works to correct them.
- Project & Time Management: Can manage multiple deadlines, follow timelines, and keep tasks moving forward with minimal supervision.
- Communication: Writes clear, professional emails and communicates information in an organized, accessible way.
- Collaboration: Works well in a small, high-performing team and is comfortable collaborating across roles and departments.
- Adaptability: Comfortable with change, shifting priorities, and learning new systems and processes.

### **Why Join OAND?**

- Contribute to the future of naturopathic medicine in Ontario by supporting meaningful corporate partnerships and high-impact events for naturopathic doctors and students.

- Enjoy flexible work arrangements in a primarily remote environment, with engaging in-person event days.
- Work closely with a mission-driven team that values impact, culture, and community.
- Build your skills in event coordination, partnership management, and association operations in a supportive environment.

### **OAND is an Equal Opportunity Employer**

The Ontario Association of Naturopathic Doctors (OAND) is committed to equity, diversity, and inclusion in the workplace. We welcome applications from individuals of all backgrounds, identities, and lived experiences. We encourage applications from Black, Indigenous, and racialized persons, persons with disabilities, 2SLGBTQIA+ individuals, and others who may contribute to the diversity of our team. If you require accommodations during any stage of the hiring process, please contact us—we will work with you to meet your needs.

### **How To Apply**

Please submit your cover letter and résumé to [recruiting@oand.org](mailto:recruiting@oand.org) with the subject line: *Coordinator, Marketing & Social Media – (Name)*

We thank all applicants for their interest; only those selected for an interview will be contacted.