

Listings Development Events and Content Manager - Canadian Securities Exchange (CNSX Markets Inc.)

The Canadian Securities Exchange, or CSE, began operations in 2003 to provide a modern and efficient alternative for companies looking to access the Canadian public capital markets. The operating company, CNSX Markets Inc., was recognized by the Ontario Securities Commission as a stock exchange in 2004.

Designed to meet the needs of emerging companies and their investors, CSE has grown continuously and now lists more than 800 equities and convertible securities.

In September 2007, the exchange launched the first continuous auction market to trade securities listed on other Canadian stock exchanges. The new facility introduced a high capacity, low latency trading environment combined with an attractive fee structure that enabled the Canadian trading community to use advanced trading technologies to their full advantage, while delivering cost savings enhancing the competitiveness of the Canadian markets.

The Listings Development Events and Content Manager, reporting to the VP, Listings Development is positioned to empower the CSE's listings development activities through the smart coordination of the team's event calendar and digital activities. Support provided by this role will benefit both the listings development and listed company services functions of the organization resulting in operating efficiencies across the team.

Key Duties and Responsibilities include but are not limited to the following:

Maintain the master calendar of events for the Listings Development Group and collaborate on setting measurable goals for each instance, including;

- Scope events and identify core stakeholders with associated deliverables;
- Gather and organize key details for event invites, sponsorships and media opportunities;
- Ensure consistent branding across LDG events;
- Oversee and monitor event budgets;
- Liaise directly with event speakers and sponsors to coordinate deliverables;
- Organize onsite event logistics including conferences and office events including hiring temp assistance, setup and teardown;
- Catalogue and gather collateral and swag necessary for events;
- Steer post event activities including sponsorship, guest and speaker follow-up;
- Log and track events in Salesforce database, and measure against stated event goals;
- Assist with team travel, specifically events requiring multiple trip attendees. Investigate efficiencies for room bookings.
- Co-ordinate production of LDG digital properties (events and interviews), including:
- Manage requirements for digital events, including registration and marketing requests;
- Collaborate with external digital marketing teams to review and plan content cycles as they relate to team events and initiatives;
- Ensure activities of external digital marketing teams are in alignment with division goals and within scope of budget allotment;

- Contribute to content creation in written, video, and audio formats;
- Participate in special projects and committees relating to events and LDG-related digital properties;
- Other responsibilities as assigned.

Measures of Success

- Establish routine whereby team is scoping and provisioning events within a minimum 90-day window;
- Ensure events are benchmarked against proven success criteria for delivery – including a check-list of deliverables that are measured against plan (e.g. budget considerations and business goals);
- Collaborate on establishing standards of production for digital content and establish workflows for efficient sharing of collaborative assets.

*** Must be able to commute to Bay St. & Adelaide (Downtown Toronto) reliably, Monday to Friday. This is a Work from Office position.***

Education & Qualifications

- University degree in a relevant field with a record of professional accomplishment in event planning and scheduling, or an equivalent combination of education and experience.
- Minimum of two years of exposure to the event planning with a proven track record of success.
- Excellent written and verbal communication skills in English, with the ability to handle conflict calmly and professionally
- Strong organizational skills and attention to detail.
- Ability to multi-task, prioritize and meet deadlines.
- Team player with a client-centric mindset and positive attitude.
- Has knowledge and experience with B2B marketing techniques, social media and industry trends
- Ability to work autonomously and within a team setting
- Ability to work evenings and weekends during peak periods of event execution

Desired Competencies and Qualifications

- Previous experience with Salesforce software.

As a part of our team, you will receive

- Competitive compensation
- Opportunities for advancement
- Comprehensive benefits package (health, life insurance, dental, disability, vision care)
- Employee Assistance Program
- Group Retirement Savings Plan
- Financial support for fitness programs and job-related education
- Vacation and leaves (e.g. personal days, sick leave)

Physical and Environmental Requirements

Ability to sit and stand for prolonged periods of time.

The employee is generally subjected to long periods spent sitting, typing, and/or looking at a computer screen.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions upon request.

The above description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of CSE personnel. The employer reserves the right to change or assign other job duties at any time as necessary and as the business evolves.

Please note all offers of employment at the Canadian Securities Exchange are conditional upon the successful completion of a pre-hire background check. This may involve anything up to and including a criminal history check, reference checks and/or credit check.

The Canadian Securities Exchange is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected federally or provincially.

The CSE is committed to fair and accessible employment practices and we are committed to providing accommodations for persons with disabilities. If you require accommodations to apply for this opportunity, require this posting in an additional format, or if contacted for an interview and require accommodation during any stage of the recruitment process, please contact us at kelly.kane@thecse.com. We will work with all applicants to determine appropriate accommodation for individual accessibility needs.

The CSE thanks all applicants for their interest in this opportunity, however; only those under consideration will be contacted.