



## Special Events Planner

Are you passionate about education? Join a team that leverages technology to transform how students learn new languages and explore their interests in STEAM. There's no better place to make a meaningful impact—be part of U+ today!

### About U+:

U+ is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We offer students worldwide an interactive, language immersion experience. Beyond language programs, U+ has expanded its offerings to include STEAM programs, which encompass coding and various camp programs, and public speaking programs. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within U+.

### About this opportunity:

As a Special Events Planner at U+, you will design and implement events such as conferences, seminars, trade shows, product launches, and corporate gatherings. You will develop event concepts, manage timelines, coordinate logistics, and ensure each event delivers meaningful engagement and a positive attendee experience.

Key responsibilities are as follows:

- Develop event concepts, themes, timelines, and schedules aligned with U+ goals.
- Plan and coordinate all aspects of event logistics, design, and production.
- Collaborate with internal teams to ensure event messaging and branding are consistent.
- Address and resolve last-minute issues with professionalism and efficiency.
- Support event marketing efforts by helping create promotional materials and messaging.
- Analyze event performance, gather attendee feedback, and prepare post-event reports.
- Recommend improvements to enhance the success and impact of future events.
- Maintain accurate records, timelines, and documentation for all event activities.
- 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 planning and coordinating corporate or large-scale events.
- Strong organizational, multitasking, and project-management skills.
- Excellent communication and negotiation abilities.
- Proficiency with event management tools and digital platforms.
- Ability to build and maintain strong vendor and client relationships.
- Attention to detail and a commitment to delivering high-quality events.
- 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 with event marketing or promotional campaigns.
- Knowledge of budgeting and financial planning for events.
- Experience managing conferences, trade shows, or product launches.
- Design skills using Canva or Adobe Creative Suite.
- Experience with CRM or event-management software.
- Fluency in multiple languages (reading, writing, speaking, and listening).
- Access to a vehicle and a valid Ontario driver's license.

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