

Vision: *Excellence in police leadership: working together for safer communities.*



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Event Manager
Location: Toronto, ON (Hybrid)
Employment Type: Full-Time, Permanent
Salary Range: \$86,800–\$101,400 annually (commensurate with experience)

Who We Are

The Ontario Association of Chiefs of Police (OACP) is the voice of Ontario's Police Leaders. We provide a channel for police leaders to share ideas and cooperatively create solutions to meet the challenges facing police leadership in Ontario. Our association is not-for-profit and we are based in Toronto, Ontario.

With a committed and active Board of Directors and group of committees, we provide our members with the following services: conference, seminars and workshops, zone meetings, advocacy, communications, and networking.

OACP's 1,200+ members serve with the federal, provincial, Indigenous, and municipal police services across the province, as well with affiliated organizations in the public and private sectors. OACP membership is open to police professionals from the rank of Staff Sergeant and above, as well as associated organizations.

Our People and Culture

We're a small, enthusiastic team of dedicated professionals. Our culture reflects today's evolving workplace and is built on empowering individuals to contribute to something greater. We are committed to helping our members advance their careers and profession through excellence in serving the public safety needs of Ontarians.

Our downtown office is located near College subway station, a short walk from the Ontario Legislature and close to many government offices. Our team embraces a flexible hybrid work model.

The Opportunity

The OACP is seeking an experienced and highly organized Event Manager to lead the planning, coordination, and delivery of all OACP events and programs. Reporting to the Director, Administration, Revenue & Member Relations, this role is central to delivering exceptional member and stakeholder experiences across conferences, committee meetings, seminars, workshops, and special events.

The Event Manager oversees full-cycle event management, supervises the Event Coordinator, and contributes to broader organizational initiatives that support OACP's mission and strategic objectives.

Key Areas of Responsibility

Event Planning & Delivery

- Lead planning and execution of all OACP events, including the Annual Conference, committee meetings, seminars, and training sessions.
- Develop event plans, timelines, and logistics (venues, accommodations, catering, AV, transportation, accessibility, registration, and on-site operations).
- Coordinate with internal teams, committees, vendors, speakers, and partners to ensure smooth event delivery.

Budget & Financial Oversight

- Build and manage event budgets, monitor revenues and expenses, and identify cost-saving opportunities.
- Review invoices, manage purchase orders, and prepare post-event financial reconciliations.

Registration & Technology

- Oversee attendee registration and event systems, ensuring accurate information across platforms (Conference Manager System, website, Conference App).
- Track event analytics and prepare reports for leadership.

Sponsorship & Stakeholder Engagement

- Support sponsor and exhibitor logistics and fulfillment.
- Serve as liaison to assigned OACP Committees and maintain strong relationships with members, sponsors, exhibitors, venues, and suppliers.

Communications & Materials

- Collaborate with Communications to develop event promotions, materials, signage, and delegate information.
- Support updates to the Annual Conference website and digital event platforms.

Event Evaluation & Reporting

- Lead on-site event operations and resolve issues promptly.
- Conduct post-event evaluations and prepare summary reports with feedback, analytics, and recommendations.

Leadership & Collaboration

- Supervise and mentor the Event Coordinator, fostering a collaborative, service-oriented team culture.
- Support cross-functional organizational initiatives and administrative needs.

Qualifications and Experience

- Post-secondary education in Event Management, Business Administration, Marketing, or related field.
- Minimum 3–5 years of event management experience, ideally within an association or membership environment.
- Strong leadership and project management skills.
- Proficiency with event management systems (Membee, Conference App, iCreate) and Microsoft Office Suite.
- Excellent communication, interpersonal, and problem-solving abilities.

- Strong attention to detail and ability to manage multiple priorities under tight deadlines.
 - Ability to travel and work occasional evenings or weekends.
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How to Apply

The Association is committed to diversity, equity, and inclusion. We encourage applications from women, racialized individuals, Indigenous peoples, persons with disabilities, members of the 2SLGBT+ community, and other equity-seeking groups.

If you wish to be considered for this position, please forward a cover letter along with your resume to: **Christine Roy, Human Resources Consultant at christine@hrsolutionsottawa.com**. Your application and personal information will be kept in the strictest confidence. **Closing time/date for applications is 4:00 pm EST on July 31st, 2026.**

The OACP thanks all applicants in advance. Only those candidates selected for an interview will be contacted. OACP is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and a work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.

