# Gap Year Event Planner

**Description**

The Canadian Gap Year Association is a non-profit organization supporting people choosing to push pause on formal education or employment to pursue experiential learning through work, volunteer, travel and personal interest activities. People take gap years(also career breaks, mini-retirements and sabbaticals) for many reasons such as: addressing financial need, mental or physical health concerns, gaining clarity on career or educational prospects, or deepening their understanding of themselves or the world.

Our mission is to reduce systemic barriers to this beneficial life-event by reducing the stigma of intentional "time outs," redefining societal understanding of gap year objectives, activities and accessibility and by fostering awareness at the employer, secondary and post-secondary educational levels.

**The Problem:** People don't know where to access information, resources and support when choosing a non-conventional pause in their lives. Information is fragmented and often inaccurate and difficult to find.

**Be Part of the Solution:** CanGap is hiring a Gap Year Event Planner to bring our signature events to life. We need support setting up our 6th annual Gap Year Launch Event (September) and our very first Mini-Retirement Symposium (November). These events seek to build community, connect people with resources and each other! The events include inspirational keynotes, workshops and entertainment as well as opportunities to connect with each other and programs they can engage with on their gap time.

**Role Overview:** This role is an 8-week contract position paid at $17.20/hour for 35 hours/week. The contract would ideally run from July 7th to August 29th, although there is some flexibility. This role's primary responsibility is coordinating speakers/presenters, the secondary is the marketing of Gap Year Events and a tertiary responsibility would be content generation for CanGap (newsletters, social media graphics, etc.)

The role will be done remotely and the employee will be responsible for providing their own computer and internet connection in order to accomplish the role's task. The employee will not be compensated for these tools.

**Required Skills**

- Good time management
- Ability to work remotely and independently
- Exceptional communication skills
- Problem Solving
- Ability to learn and use multiple software programs

- English language proficiency (written and oral)

**Desirable Skills**

- Canva social media content design
- Websites updates (basic – no coding necessary)
- Familiarity with Instagram, Twitter, Facebook, LinkedIn platforms
- Relationship management
- Managing budgets

**Key Performance Indicators**

- Developing a compelling conference schedule and coordinating speakers and presenters
- Registering 200 participants for Gap Year Launch
- Having a fully built marketing plan for Mini-Retirement Symposium

**Anticipated Tasks**

**Gap Year Launch and Mini-Retirement Symposium Recruitment**

- Developing a marketing plan for Gap Year Launch
- Developing a marketing budget
- Leverage existing and new networks/collaborators
- Develop newsletters, articles, video scripts, email copy and visual content for promotion

**Gap Year Launch and Mini-Retirement Symposium Presenters**

- Identify potential speakers/workshop presenters
- Develop a speaker's package
- Coordinate a speaker onboarding/platform training event
- Create a speaker schedule for the event
- Support speakers in promoting the event

**Additional Content Support**

- Newsletter writing
- Social media visual content creation and scheduling

*CanGap is committed to workplace diversity, equity, and inclusion. We welcome applicants from diverse backgrounds, and we seek to maintain a welcoming, inclusive, and high-performing culture in our organization.*

**Interested applicants can submit a resume to Michelle Dittmer (michelle@cangap.ca) by Jun 6, 2025**