



## **Program Manager**

**Plug'n Drive – North York, ON**

**Reports to: COO**

**Location: A combination of home office based, various communities throughout Ontario/Canada, and work at the Electric Vehicle Discovery Centre as required.**

**Seize an amazing opportunity to be part of the growing field of electrified transportation in the new low carbon economy!**

### **About the Organization:**

Plug'n Drive (PND) is a leading non-profit organization committed to accelerating the adoption of electric vehicles (EVs) to maximize their environmental and economic benefits. Since 2011, Plug'n Drive has established itself as a leader in the electric vehicle industry, a trusted source of unbiased information about electric cars, charging station infrastructure and the benefits of electrified transportation. In May 2017, PND launched the Electric Vehicle Discovery Centre, the first facility of its kind in the world focused entirely on providing experiential learning and test drives of the latest makes and models in a no-pressure environment. PND launched the MEET – Mobile EV Education Trailer in 2020, with the goal of bringing the EV Discovery Centre experience to the community. Please visit [plugndrive.ca](http://plugndrive.ca) to learn more about the organization and these key initiatives.

### **About the Position:**

We are looking for an enthusiastic and energetic candidate to join the PND team to help drive the environmental agenda. The Program Manager will participate as a member of a small team of dedicated professionals managing the delivery of at least two of our signature programs - the MEET and the Used EV Rebate. The candidate must have the ability to work well under pressure, demonstrate active listening skills, and strong organizational/logistics skills. Some background in communications is an asset. This is a demanding and diverse role that includes a mix of administrative tasks, project coordination and creative work.

### **Job Duties & Responsibilities:**

- Manage two well established programs with the possibility of expansion, including event scheduling, program delivery and marketing.
- Coordinate events, meetings and trade shows by identifying, assembling, and organizing requirements; establishing contacts; developing schedules and assignments; managing mailing lists to ensure event success.
- Work collaboratively with the COO to secure MEET partners and site hosts. This includes pitch meetings to site hosts, coordinating MEET requirements with facilities management, securing insurance requirements, and develop marketing plans to maximize participation.
- Manage scheduling, logistics, and contracts with external clients and vendors.
- Maintain email lists for internal and external communications. Develop communications content in advance of events.
- Identify opportunities to promote the use of the Electric Vehicle Discovery Centre



and MEET for employee engagement programs, corporate training events, receptions, galas and beyond. Demonstrated ability to work with diverse and demanding clients.

- Provide support in social media monitoring process as needed.
- Assist in preparing and collating marketing materials as needed
- Logistics management in terms of securing and transporting vehicles, recruiting EV ambassadors to work at the MEET and events, deliver training programs and various zoom presentations.

### **Qualifications**

- Program management and/or event activation experience with demonstration of responsibilities above. Ideal candidate will have at least 3-5 years of work experience.
- Creative and innovative thinker
- Self-starter with the ability to work in a small office and/or home environment without constant direction and guidance.
- Commitment to customer service (both internal and external)
- Highly detail oriented with superb organizational skills
- Strong ability to multi-task with a results-oriented mindset
- High proficiency in Google office management tools (gmail, sheets, calendar etc) considered an asset. Proven proficiency in excel, word and powerpoint essential.
- Experience working with social media and graphic design software a bonus
- Excellent written and verbal communications skills.
- Background in marketing and/or event planning
- Keen demonstrable interest in environment/climate change considered an asset
- Ability to travel frequently within Ontario and to other Provinces as required.
- Valid Driver's License required

Pay commensurate with experience. Please submit your expression of interest by cover letter and resume to [contact@plugndrive.ca](mailto:contact@plugndrive.ca) by September 3, 2021.