

Event Coordinator

A busy downtown Vancouver association management company requires a “full-time” Event Coordinator to service its clients. Events will include but are not limited to educational seminars/webinars, breakfast, lunch and dinner meetings, conferences, and golf tournaments. The ideal candidate is a team player comfortable working in a very fast paced environment and managing multiple concurrent projects with minimal supervision. Candidates with the following skills may forward their resumes to resume@ssulive.com


Due to the high volume of applications received, only those who have been shortlisted for the position will be contacted.

Knowledge, skills and abilities

- Experience in high-level event management position
- Ability to multi-task and meet stringent deadlines
- Knowledge of office practices, administration, finance, and customer service skills
- Advanced skills in MS Office Suite 2010, in particular Word, Excel and PowerPoint
- Working knowledge of social media platforms (Facebook, Twitter, Hootsuite and LinkedIn)
- Preferred if candidate has experience using InDesign, Photoshop and other Adobe Creative Suite programs
- Basic knowledge of html is an asset
- Able to establish and maintain good working relationships with other staff, association members, executives, and suppliers
- Strong organizational, written and verbal skills, with excellent attention to detail
- Able to operate office equipment
- Keyboarding speed of 65 wpm with few errors
- Related experience working in a non-profit organization an asset but not essential
- Valid BC Driver's License required and access to a vehicle preferred

Job Description

- Responsible for managing all aspects of event planning, coordination and preparation associated with a broad range of professional associations, including but not limited to:
 - Managing and coordinating in-house team (design, event assistants, accounting) and outside suppliers for quality and efficiency concerning all aspects of event execution and post event activities
 - Source and book venues and suppliers, reviewing all contracts and banquet event orders for accuracy
 - Recommend ideas for improvement and highlight any problems with event processes
 - Creative promotion of events (advertising, press release, website, notify other organizations, phone campaigns) to ensure highest attendance possible
 - Create text for event notices and assist in timely distribution (newspaper, newsletter, website, other promotion vehicles)

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- Coordinate directly with executive, volunteers and speakers to ensure all event requirements are met
 - Attend events and coordinate all aspects on-site including venue, suppliers, speakers
 - Willing to travel to various venues and work outside of office hours as required
 - Create and follow budgets to ensure events are profitable, reviewing annually
 - Acquire all speaker bios, pictures and presentations
 - Secure sponsors and follow through on deliverables
 - Arrange all onsite material (gifts, signage, handouts, PowerPoint presentations, prize draws, and miscellaneous material)
 - Attend to all post event details such as thank you letters and survey results
 - Produce event summary reports and provide to executive and committees as required
 - Remain current with association policies and procedures
 - Perform any other related duties as required