



About the Greater Vancouver Board of Trade

Since its inception in 1887, the Greater Vancouver Board of Trade has been recognized as Western Canada's leading business association, engaging members to impact public policy at all levels of government and to succeed and prosper in the global economy. With a Membership whose employees comprise one-third of B.C.'s workforce, we are the largest business association between Victoria and Toronto. We leverage this collective strength, facilitating networking opportunities, and providing professional development through four unique Programs. In addition, we operate one of the largest events programs in the country, providing a platform for national and international thought leaders to enlighten B.C.'s business leaders.

Position Description: Director of Events, Programs, and EDI Initiatives (Permanent Full Time)

Reporting directly to the President and CEO, the **Director of Events, Programs and EDI Initiatives** is foundational to the success of the Greater Vancouver Board of Trade in its purpose; To lead, unite and champion business to ensure Greater Vancouver is thriving and our region is the best place to live and work. By overseeing the Events and Programs teams, you will provide strategic guidance in developing content that aligns with the organization's Strategic Plan, specifically to support the growth of GVBOT's influence and impact through its advocacy and events.

To be successful in this position you must have experience in event management and overseeing a team, excellent communication skills, be results oriented and have the demonstrated ability to effectively prioritize workflow in a fluid environment.

You must be an enthusiastic leader, self-starter, collaborative, and capable of shifting gears from strategic thinking to necessary tasks. Action oriented, innovative, and dynamic individual with a demonstrated commitment to and experience in teamwork and customer service. You also must have the stamina to keep up with a fast-paced environment that will put you at the epicentre of Greater Vancouver's business community. If this sounds like you, please read on.

Duties & Responsibilities

- Lead content development for Events and Programs Departments.
- Develop the annual Program and Events strategies.
- Lead and coach the Events and Programs teams and volunteers to successfully achieve annual objectives.
- Oversee departmental budgets and individual event financial forecasts.
- Oversee the Program Advisory Committees including the Diversity and Inclusion Leadership Council (DLC) and Scale up Centre for SMEs (SCS).
- Together with our partner BCIT, successfully deliver and scale the ESG Fundamentals Microcredential program.
- Develop long term strategies to foster GVBOT's internal EDI goals and to support the business community to achieve their equity, diversity and inclusion goals through the work of the DLC.
- Represent the GVBOT as an event host, MC or Moderator as needed.
- Work closely with the Partnership Department to ensure sponsorship entitlements are successfully delivered.
- Work closely with the Communications Department team to ensure that marketing objectives are achieved.
- Provide sponsor suggestions to Partnership Department.



Qualifications

- Minimum five years of event management experience including:
 - Event planning and execution
 - Organizing or overseeing high profile events
 - Volunteer / Stakeholder engagement
- Proven ability to lead staff and volunteers
- Excellent written and verbal communication, strong public speaking, presentation skills
- Excellent interpersonal skills combined with a high level of professionalism
- Comfortable interacting with all levels of management including C-Suite
- Organized, detail-oriented and skilled at managing multiple priorities
- Resourcefulness and the use of creative thinking to solve problems
- Sound judgment and ability in handling matters of a confidential and/or sensitive nature as it relates to companies' internal information.
- Strong knowledge of economic development principals as it relates to small and medium businesses.

Preferred Experience:

- Well-connected within Greater Vancouver business community
- Familiarity with the Greater Vancouver Board of Trade
- Expertise in Equity Diversity and Inclusion (EDI)
- Expertise in Environment Social Governance (ESG)

Education:

- Bachelor's degree or technical school diploma, with a focus on Public Relations, Business, Event planning or an equivalent combination of education and experience.
- Fluency in specialized and personal computer systems and databases, Internet, and software applications, particularly Microsoft Suite of Outlook, Word, Excel and Power Point.

Special Factors & Physical Demands:

The successful candidate will need to maintain flexible availability in order to accommodate a demanding schedule as events can occur during early mornings and evenings. The Board's events are high-volume activities that require careful scheduling and often involve changes due to speakers' schedules and other considerations. Light lifting of equipment is also required.

We are a tight knit team so a great sense of humour is really helpful too!

If this still sounds like you, please apply by submitting a cover letter, resume and clearly identified salary expectations to careers@boardoftrade.com no later than 9:00am PST on Thursday, September 1, 2022