



## 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 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.

Our purpose is to lead, unite and champion business to ensure Greater Vancouver is thriving and our region is the best place to live and work. Our mission is to provide leadership, information and connections, and public policy support that help ensure the Greater Vancouver region is competitive and the preferred Pacific Gateway for trade, commerce, and travel.

## Position Description, Event Assistant

As the Event Assistant you will be at the forefront of one of the leading Business Associations in North America. In this position, you will be able to experience both in-person and virtual events and will have the opportunity to work with high profile speakers. To be successful in this position you must have excellent communication skills, be results oriented and have the demonstrated ability to effectively prioritize workflow in a fluid environment.

You must be a self-starter, collaborative and be energized by a fast-paced environment. The ideal candidate for this position is customer centric and a team player with impeccable time management abilities. If this sounds like you, please read on.

### Duties & Responsibilities:

- Work closely with the team by working alongside the Manager of Events and Event Coordinators/Event Specialists.
- Act as a liaison between management team and internal/external clients and assist in coordination of various events and appointments.
- Provide direct administrative support to the events team by assisting in the preparation of confidential correspondence, formatting reports, department planning documents, meeting minutes and correspondence and select communication materials.
- Assist with the organizing and running of events, including but not limited to: setting up online registration, responding to registration inquiries, inputting or cancelling registrations, communicating event changes to registrants, sending special invitations, managing guest lists, preparing registration reports, acting as on-site registration lead at events (including setup/tear-down), and liaising with the Accounting Team on registration invoicing and payment, etc.
- Ability to manage registration for multiple events independently
- Volunteer coordination, including: working with Event Coordinators/Event Specialists to assess needs for respective events, scheduling and confirming volunteers, maintaining the internal volunteer database, providing volunteer training, etc.



- Event preparation, including assembling and packing on-site event supplies, helping to load events vehicle, managing and maintaining inventory of internal marketing material including banners and backdrops.
- Must be willing to be fully cross-trained and perform competently in related roles, in order to provide coverage as required for other team members.

## **Qualifications**

### Education:

- Bachelor's degree or technical school diploma, with a focus on office administration or event planning or an equivalent combination of education and experience

### Required Skills:

- Proficiency in MS Office applications (Word, Excel and PowerPoint.)
- Proficiency in CRM Databases
- Knowledge of specialized and personal computer systems and databases, internet, and software applications.
- Strong interpersonal, problem solving, and communication skills (written and oral)
- Ability to work under pressure while maintaining good customer service relations with members, sponsors, and event attendees
- Good organizational and time-management skills
- Strong attention to detail
- High degree of confidentiality and professionalism
- Ability to work both independently and collaboratively
- Resourcefulness and innovation to solve problems

### Preferred Experience:

- A minimum of 1 year related full-time work experience
- Previous interaction with management and senior business leaders
- Experience in event planning and/or working for a not-for-profit is an asset
- Proven ability to successfully handle multiple projects and meet critical deadlines

## **Special Factors and Physical Demands**

The successful candidate will need to maintain a flexible schedule in-order-to participate in events that can occur early mornings and evenings. The Board of Trade'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 and resume to [careers@boardoftrade.com](mailto:careers@boardoftrade.com)