



## **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 Coordinator, Programs**

We are seeking a talented and energetic Event Coordinator to join our Programs Team. This position reports to the Manager of Programs. The ideal candidate for this new position is a hands-on events planner who thrives in a fast-paced environment that delivers compelling events, which support the nurturing of our members' experience. 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.

You must be a detailed-oriented self-starter, collaborative and be a true team player. Strong work ethic and a can-do attitude is a must. If this sounds like you, please read on.

### **Duties & Responsibilities:**

- Responsible for the overall planning, execution and follow up of events from start to finish
- Ability to manage multiple events independently
- Liaise with suppliers to ensure satisfaction and high quality of provided service
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Generate individual event financial projections and proformas
- Work closely with Partnership Development department to ensure sponsorship entitlements are delivered
- Seek quotes from suppliers for function space, catering, audio / visual and other event services
- Conduct pre- and post – event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest
- Work closely with Event Specialists within the organization on delivery of events



## Qualifications

### Education:

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

### Required Skills:

- Proven ability to successfully handle multiple projects and meet critical deadlines
- Proven experience as event coordinator
- Proficiency in MS Office applications (Word, Excel and PowerPoint.).
- Proficiency in CRM databases
- Well-organized with multi-tasking skills
- Experience executing Virtual Events
- Excellent organizational and customer service skills
- Ability to work under pressure and handle stressful conditions
- Establishing and maintaining effective relationships and partnership with internal and external stakeholders
- Excellent interpersonal skills, both in-person and by phone with a high level of professionalism
- Resourcefulness and innovation to solve problems
- Working knowledge of audio-visual equipment and sounds systems
- Working both independently and collaboratively and under pressure

### Preferred Experience:

- Demonstrated minimum three years of event planning experience, with exposure to:
  - Trade, consumer, and conference events
  - Policy forums, and
  - High profile speakers
- Prior experience with event planning, including selecting and securing function space, creating agendas, confirming guest speakers, budgeting, tracking, reporting, and post-event follow up with venues and sponsors.

## 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. Valid driver's license is necessary.

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)