

Job Description

Assistant Event Coordinator (18-month maternity leave with potential for permanent placement)

Purpose: We are seeking a highly organized, professional, motivated and proactive individual to join our team. You must be able to focus on your work within an open environment yet be open to supporting team member's requests. The successful candidate will be an individual who can manage multiple tasks and tight timelines, is professional and friendly and, can work both independently and as part of team.

AREAS OF RESPONSIBILITIES AND DUTIES

- Work in conjunction with the Association/Conference Manager as professional advisers to the President/Executive of associations on all aspects of operations
- Ensure that the operation of the organization meets the expectations of its board and members
- Provide support to board by preparing meeting agendas, minutes and back-up documentation as needed
- Attend all board and committee meetings as requested
- Financial duties including budget development, monthly review of financial statements and coordination of annual audit process
- Development of timelines and processes to manage multiple clients and priorities for the coming year
- Serve as main point of contact for the board, committee members, membership and industry stakeholders
- Writing and/or researching bank of articles for client newsletters, annual reports, marketing pieces and websites as needed
- Manage Sponsorship Programs
- Manage client memberships (renewals, updates and membership drives)
- Monitor and track registrations, expenses and revenues against budgets
- Coordinate and organize variety of events as required (conferences, luncheons, courses, golf tournaments, socials events etc.)
- Development and executive of creative deliverables, from concept to finish
- Negotiate quotes for projects with our service providers
- Collaborate with association managers and event coordinators to fulfill the unique vision and budgetary limitations of a given association client
- Work with web development to provide necessary graphics and update association websites as required
- Requirements:
- University degree or college diploma in a related field (or equivalent job experience)
- CAE designation considered an asset
- 3-5 years of project and event management experience considered an asset
- High degree proficiency in Microsoft Office, in particular, Word, Power Point and Excel
- Basic Photoshop and InDesign experience considered an asset
- Basic html web skills and ability to use content management systems to update web content, along with a grasp of best practices for the web
- Knowledge of leadership and management principles as they relate to nonprofit organizations
- Familiarity with the Alberta Societies Act and applicable legislation as it relates to nonprofit organizations
- Marketing and communications competencies
- Ability to work both independently and as part of a team under heavy deadlines
- Multi-tasker with attention to detail, excellent time management, prioritization skills

BENEFITS

- Flexible work week, some evening and weekend hours will be required for onsite events
- Competitive compensation and is negotiable based on experience

Please state Salary Expectation with your application

PERFORMANCE PLUS COMMITMENT