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?????-Event Coordinator

Hiring organization
Abbotsford Chamber of Commerce

Employment Type
Full-time

Job Location
Abbotsford, BC

Base Salary
$ 45000 - $ 50000

Date posted
2023?4?3?

Description

The Abbotsford Chamber of Commerce is currently seeking an Event Coordinator to join our team. The Chamber is a private, non-profit, membership-driven organization comprised of approximately 650 business enterprises, civic organizations, not-for-profits and individuals. The Chamber is a lead champion for businesses in Abbotsford, ensuring that the interests of the business community are well represented in public policy decisions, and provides exclusive benefits to its members and local businesses. The Event Coordinator position takes a leading role in organizing and delivering a wide range of engaging Chamber events, a key networking opportunity for businesses and community leaders.

Job Title: Event Coordinator

Reports to: CEO (Direct Report)

Salary Range: $45,000-50,000 annually plus competitive benefits package, RRSP matching, and two weeks annual vacation.

Work Schedule & Hours: Monday-Friday, 8:30am-4:30pm (37.5 hours per week)

- Expected to attend a limited number of outside regular business hours events as required.
- Expected to work additional time or to adjust regular hours when work requires (pre-approval required). Time in lieu earned is generally expected to be taken within the same pay period.
- Standard vacation and leave provisions (details outlined in employment contract and Chamber Staff Core Policy Manual).

Job Summary:

This position is responsible for the coordinating, planning and execution of all signature and regular Chamber events. Working with and under the leadership of the CEO and the entire Chamber team, this position holds the responsibility to ensure meaningful and seamless event experiences with members and the local business community. Events are integral to community engagement and sponsorship relationships for the Chamber. Key sponsorship programs include Pillar Partners, Community Engagement Sponsors and reciprocal agreements. The position oversees our signature events: Abbotsford Business Excellence Awards, Golf Tournament and Agricultural Bus Tour, as well as the monthly luncheons and networking events.

The Event Coordinator is financially responsible to develop and closely monitor event budgets, revenue targets and financial forecasts for all events and sponsorships. This position reports regularly to the CEO on progress and the achievement of related financial goals.

The coordinator is also responsible for promoting events to bolster the Chamber's public profile, brand awareness and community engagement. This includes

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coordinating social media with the Chamber's contractor and working with Chamber staff on event related communications.

This position reports directly to the CEO in completion of duties and all expenditures.

Overall Accountabilities:

In advance of each new calendar year, develop annual events and sponsorships plan; concepts and schedule, in consultation with the CEO and with the input of staff i.e. at staff meetings.

Events:

Coordinate monthly Luncheons (6-9 per year)

· Create yearly schedule of monthly luncheon events and sponsorship plan.

· Book venues and confirm all equipment and catering requirements.

· Obtain and confirm speakers, panelists or presenters for each luncheon.

· Create lunch speaking notes for CEO and President.

· Prepare and distribute all promotions and communications as outlined in sponsorship agreements.

· Maintain registration records from all sources including website, telephone and email.

· Ensure registration and payments are tracked and up to date in the Chamber's CRM in coordination with the Office Manager.

· Complete all other duties as per detailed events check list.

Support of the Company of Young Professionals and Entrepreneurs Events (4 per year)

· Company of Young Professionals and Entrepreneurs Program (CYPE) is a new member attraction and retention initiative under the responsibility of the Business Engagement Manager.

· The Event Coordinator will work to provide event logistics support for CYPE networking events similar to the Business After Business concept. Other events support may include such as for: workshops, multi Chamber events, special event concepts.

· The Event Coordinator will work with the Business Engagement Manager to coordinate CYPE Program sponsorship with the support of the CEO as needed.

Coordinate monthly Business After Business (10-11 per year)

· Maintain annual schedule and plan for Business After Business (BAB) community hosts

· Secure hosts and hosting agreements.

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· Create speaking notes for CEO and President.

· Promote event through Chamber communications.

· Manage registrations and on-site event execution.

Signature Events:

Agricultural Bus Tour (1 per year in June)

· Work with the Chamber's Agriculture Committee or Event Task Group on tour itinerary, venues, concepts, and innovative sectoral engagement ideas.

· Coordinate all event logistics; tour stops, lunch, speakers, volunteers, bus guides and transportation.

· Create lunch speaking notes for CEO and President.

· Secure sponsorships and attendance levels as per annual events and sponsorship planning.

· Manage registrations, on-site event execution and payment records.

· Arrange and coordinate Chamber group bus tour operator(s) for day of tour execution.

· Promote event through Chamber communications.

· Prepare thank you letters to each sponsor and the speaker in alignment with the Chamber's sponsorship relationship management protocol.

Summer Social (1 per year in July/August)

- Is the lead staff person to coordinate the execution of the event.
- Works with the Company of Young Professionals and Entrepreneurs Program (CYPE) and the Business Engagement Manager to plan and execute the event.
- Assists with venue booking, food and beverage coordination, events page set up and registration, as well as marketing and promotions for the event.
- Create speaker's speaking notes and event agenda.

Golf Tournament (1 per year in September)

- Arrange all event logistics.
- Book venue and liaise with Ledgeview Golf Club including on placement of all signage.
- Arrange foursome reservations and golf carts for participants and prepare hole assignment sheets.
- Process registrations and track payments as received.
- Arrange day of event support from volunteers to assist with registration, raffle sales and other duties as required.
- Prepare a rules sheet for participants to receive at check in.
- Prepare agenda for the day and evening and track winners of major prizes.
- Create speaking notes for CEO and President.
- Arrange and number all prizes on tournament day.
- Solicit and collect prizes for grand prize raffle and golfers' prize table.
- Order signage for all sponsors individually and one for all sponsors

collectively.
- Organize lunch and dinner portions of the event.
- Obtain all sponsorships as required and in the event plan and budget/revenue plan.
- Prepare thank you letters to each sponsor and the speaker in alignment with the Chamber's sponsorship relationship management protocol.

Abbotsford Business Excellence Awards (1 per year in November)

- Create annual BEA workplan and budget in consultation with the CEO.
- Secure sponsorships and attendance levels as per BEA budget and in alignment with the annual events and sponsorship plan.
- Act as Chair of the Business Excellence Committee and work with its volunteers to support planning and event execution.
- Administer the BEA nominations and judging process:
- Receive applications, review/qualify, and prepare for distribution to judging teams.
- Coordinate judging teams for each award and set up interview schedule with nominees.
- Coordinate advertising with The Abbotsford News

- Coordinate all event planning and execution, including but not limited to:
- Event set up for décor, lighting, staging and audio/visual requirements.
- Arrange seating plan, ticket sales and tracking.
- Obtain a speaker/entertainment.
- Order awards and nominations plaques and display.
- Prepare BEA program, agenda and script for the evening including, event speakers, Emcee, nominees, recipients and sponsor announcements.
- Work with video company for video production components.
- Prepare thank you letters to each sponsor and the speaker as per the Chamber's sponsorship relationship management protocol.

Sponsorships:

· Work with the CEO to determine the yearly event sponsorship targets and for each event understand related budgets, revenue forecasts, financial goals and timelines.

· Adhere to the Chamber's sponsorships annual renewal cycle and relationship management protocol in the administration of sponsorship proposals, engagement and thank you letters, and fulfillment reports. With attention also to the signature events protocol.

· Work with the CEO to organized records of Chamber Pillar Sponsors, Community Engagement Partners, CYPE Program Sponsors, Agriculture Bus Tour Sponsors, Golf Tournament, Business Excellence Awards Sponsors, and Contra-Agreements.

· Keep track of all sponsorship agreements and ensure Chamber fulfillment throughout the year.

Communications:

· Create event materials, agendas and speaking notes.

- Follow Chamber Communications and Marketing Plans, particularly promotional activities related to events and sponsorships.
- Prepare and update the events section and pages on the Chamber website.
- Provide events information for the Chamber myBusiness monthly edition in

The Abbotsford News.
- Lead on the weekly Chamber e-newsletter creation and dissemination.
- Work with the Business Engagement Manager and Social Media Contractor to:
- Coordinate event related online website, social media posts and content, email blast communications.
- Generate communications and social media (Facebook, Twitter, LinkedIn) content ideas.
- Attend events and take photos or arrange photographer for communications and social media content.

Reporting and Administrative Duties:

· Provide events reports and information to the CEO as requested.

· Responsible for the set up/take down and signage for Chamber events.

· Provide back-up assistance in the office during periods of leave and absence.

· Provides back up for Office Manager when on vacation to:

o Receive and sort mail.

o Check email and answer pressing matters.

o Signs certificates of origin when Office Manager is unavailable.

o Other pre-assigned tasks as required.

· Housekeeping duties as assigned.

· Attend regular staff meetings.

· Support and participate in Chamber events and programs.

· Undertake other administrative duties as required, and special project/activities as directed by the CEO. For example, may represent the Chamber at selected events or meetings throughout the year.

Overall Qualifications:

· A combination of education and experience will be considered.

Education and Skills:

· Degree or studies in events management, marketing, and business administration.

· Previous experience 3+ years in events management and sponsorship.

· Track record of successful financial management and target achievement.

· Strong marketing and sales skills and expertise with sponsorship and stakeholder relations.

· Skilled at creating a welcoming environment, set ups and displays, with attention to customer experience.

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· Proficient in Microsoft Office products including Outlook, Excel and Word.

· Experience with communications software, social media applications, events management software and/or CRM systems.

Characteristics:

· Strong organization, time management and multi-tasking skills.

· Strong verbal and written communications skills.

· Strong interpersonal skills, abilities in partnership building and customer service orientation.

· Detail oriented with a high quality work output.

· Reliable, accountable and open to coaching and seeks continuous improvement and learning.

· Capable of maintaining sensitive/confidential information and possesses sound judgment.

· Self-starter with a professional appearance and business acumen.

· Must be a team player that works well in an adapting environment.

· Networker, connector.

· Must have the ability to foster the values of the Abbotsford Chamber of Commerce.

Job Type: Full-time

Salary: $45,000.00-$50,000.00 per year

Schedule:

- Monday to Friday

Work Location: One location

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