

WorkBC Employment Services Job Posting Form

Job Title	Event Coordinator
Expires	3/20/2019
Area of Relevancy (check all that apply)	Sea to Sky
Company / Employer	Downtown Squamish Business Improvement Association
City of the Job	Squamish
Job Type	Part Time
Level / Salary Range	depends upon experience
Years of Experience	1-2 years
Date Job Posted	2/20/2019
Application Deadline	3/3/2019
Contact Name	Anne Kadwell
Contact Email	executivedirector@downtownsquamish.com
How to Apply	How to Apply: Send resume and cover letter to Anne Kadwell at executivedirector@downtownsquamish.com .

WorkBC Employment Services Job Posting Form

<p>Job Description</p>	<p>Employer/ Company Name: Downtown Squamish Business Improvement Association Business Description: Downtown Squamish Business Improvement Association (DSBIA) is a not for profit organization which advocates on behalf of its membership.</p> <p>Downtown Squamish Business Improvement Association (DSBIA) is seeking an energetic, self motivated, results-driven and collaborative individual with excellent organizational, planning, and communication skills for the Events Coordinator role. This individual must be highly organized, an effective multi-tasker and able to manage all aspects of a community event. This position is a part-time all year around position.</p> <p>Duties: Key Duties</p> <ul style="list-style-type: none">• Identify potential sponsorship opportunities, pursue, and finalize sponsorship/vendor agreements;• Act as the main liaison with a high level of service to all participants;• To collect and organize logos, company descriptions, handouts to fulfill all sponsorship and exhibitor benefits;• Provide support to other members of the team with the planning, execution, and communication for events;• Monitor progress against objectives; adjusts plan and manage contingency efforts and resources as required based on the budget;• Available to the event team and participants on event day, providing support, troubleshooting if needed. Will be required to be onsite from beginning to end of the event;
-------------------------------	---

WorkBC Employment Services Job Posting Form

<p>Desired Qualifications and Experience</p>	<p>Skills/Qualifications:</p> <p>Essential Skills</p> <ul style="list-style-type: none"> • Strong time management, multi-tasking skills, self motivated and professional; • Ability to make decisions under pressure, tight deadlines and/or financial constraints; • Excellent written and verbal communication skills; • Ability to work with minimal supervision, high productivity and accountability for results; • Proven track record of developing and maintaining strong positive community relations; • Is a team player and has a passion for making a difference in the community; <p>Experience & Qualifications:</p> <ul style="list-style-type: none"> • 2 years of experience in event production, services, and management. • Post-secondary education in events management, fundraising, communications, public relations and/or equivalent combination of training and professional experience • Experience working with and supervising volunteers. • Strong proficiency with Microsoft Office, Social Media, Word Press etc. <p>Additional Information:</p> <p>Compensation</p> <ul style="list-style-type: none"> • Will depend upon experience and qualifications • This is contract position and weekly hours are flexible <p>This position is a part-time all year around contract position. Candidate must have a use of their own computer and office.</p>
<p>Job Posted By</p>	<p>Avia Employment</p>