

Job Description

Job Title:	Events Coordinator	Position Number:	
Location:	Richmond, BC	Job Category:	Administrative Services
Group:	Finance and Administration	Compensation:	
Nature of Work:	Full-time	Travel:	Occasional
Supervisor's title:	Chief Financial Officer	Supervisor's Position Number:	
Purpose:			
The Events Coordinator provides support for planning, organizing, as well as performing tasks associated with the annual UBCM convention and other events.			
Accountabilities:			
<ol style="list-style-type: none"> 1. Provides administration and coordination services to support UBCM events (e.g. the annual convention, executive meetings, workshops and seminars): <ol style="list-style-type: none"> a. Plans and coordinates all food and beverage requirements throughout the duration of the annual convention b. Plans, coordinates and liaises onsite venue logistics for annual convention (onsite décor, banquet entertainment, checks room sets, acts as point of contact for venue coordinator, audio-visual supplier, food and beverage support, etc.) c. Plans, coordinates and initiates a variety of convention/event components (e.g. sessions proposals, session rollouts, introductory remarks, support material, speaker gifts, Excellence and Long Service Awards, national anthem, invocation, grace, piper, signage, theme branding, President's message, Presidents Dinner, etc.) d. Coordinates the session proposal process and assists staff with deadlines to ensure program development timeline is adhered to e. Responsible for administration of the convention and awards sections of the UBCM website. f. Prepares internal/external communications and updates regarding events (e.g. convention bulletins, event app, invitations, special guests, staff updates, etc.) g. Contributes to the planning, preparation, proofing, printing and posting/distribution of promotional and communications materials. (i.e. Convention program, pocket program, Compass) 2. Executive Coordinator to UBCM President: <ol style="list-style-type: none"> a. Plans travel arrangements for various events throughout the year 3. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of the organization with its members and wide network of contacts. 4. Prepares, proofreads, and distributes/posts a variety of documents and communication materials. 5. Develops and maintains positive, professional and effective working relationships with a wide network of individuals including elected officials, executive members, members of the public, sponsors and UBCM colleagues. 6. Performs other related duties as assigned. 			

Job Requirements:Education:

- Diploma or degree in marketing, events management, business administration or other relevant discipline, preferred

Recent (within the past 7 years), related, experience:

- Must have 5 years of relevant experience:
 - Coordinating large events (e.g. conventions)
 - Establishing and building relationships and partnerships with external stakeholders
 - As a senior administrator, in the broader public sector, or with provincial or local government
- Must be eligible to work in Canada
- Must be able to obtain and maintain security clearance as a condition of employment
- Must be willing and able to travel (usually within the province) as required

Knowledge of:

- UBCM's mandate and priorities
- UBCM members' interests, concerns and priorities
- Events management strategies and best practices
- Project management
- Business English
- Procurement and contract management

Skills and Abilities:

- Excellent written and verbal communication skills and presentation skills and attention to detail when communicating
- Excellent numeracy and the ability to accurately track detailed information and prepare reports
- Able to manage multiple priorities and consistently produce results within timelines
- Analytical, problem solving and judgment skills; conflict management and issues management skills
- Able to develop and maintain positive working relationships with colleagues, clients (including elected officials) and members of the public while upholding the highest standards of tact, discretion and professionalism
- Able to use standard office software

Events Coordinator Detailed Job Description

The Events Coordinator provides support for planning, organizing as well as the performance of tasks associated with the annual UBCM convention and other events. Under the supervision of the Events and Sponsorship Manager, the Coordinator will alert the Manager to sensitive or emerging issues, identify potential risks and in response, propose mitigation strategies.

Details of this work include:

1. UBCM Annual Convention
 - a. Plans and coordinates all food and beverage requirements throughout the duration of the Annual Convention and reports to the Events and Sponsorship Manager for oversight. Duties include, but are not limited to:
 - i. Preparation of a work plan and provides input into Convention budget for approval by Manager, CFO, and Convention Committee
 - ii. Negotiates meal prices with each venue
 - iii. Coordination of staff meals throughout the Convention week
 - iv. Coordination of breakfasts, coffee breaks, plated lunches, ticketed functions, annual banquet, and adjoining receptions as required
 - v. Liaises with food and beverage managers at each venue
 - vi. Coordinates with Area Association staff to organize their lunches during Convention
 - vii. Responsible for confirming meal numbers for each function at each venue by the deadline
 - viii. Responsible for liaising with registration staff at UBCM and venues to ensure final numbers are accurate with Manager
 - ix. Reviews the final invoice for each function for accuracy
 - b. Logistics and Coordination of UBCM annual convention. Duties include, but are not limited to:
 - i. Coordinating session proposal process with Manager and Executive Director
 - ii. Sourcing and coordinating purchase/presentation of President's gift
 - iii. Coordinates and manages internal hotel blocks with UBCM staff, suppliers and special guests.
 - iv. Sources speaker gifts/charitable donations
 - v. Coordinates Long Service Awards and Life Member Awards with Events & Corporate Operations Administrator
 - vi. Secures anthem singer, piper and/or Indigenous drummer for opening session and banquet
 - vii. Coordinates President's Dinner
 - viii. Sources childminding provider and coordinates program with Events & Corporate Operations Administrator
 - ix. Coordinates Banquet Entertainment – confirms details pre-Convention; onsite contact for entertainment
 - x. Liaises with Events Manager and provincial contacts to coordinate meeting space and events pertinent to the Province's participation in Convention
 - xi. Sources and coordinates transportation for study tours and events as required.
 - xii. Coordinates rental and delivery of photocopiers and supplies for the on-site UBCM Office at venues.
 - xiii. Order radios for onsite communication by staff
 - xiv. Responsible for coordinating onsite venue logistics (checking room sets, main contact for venue coordinator, food and beverage support)
 - xv. Determining needs for UBCM office onsite with staff and facilitating with venue.

- c. Administrative tasks for UBCM annual convention
 - i. Drafts session rollouts, introductory remarks, and support materials.
 - ii. Coordinates convention theme branding
 - iii. Administers the Convention and Awards sections of the UBCM website in collaboration with Manager and Administrator
 - iv. Contributes to the planning, preparation, proofing, printing and posting/distribution of promotional and communications materials. (i.e., Convention program, pocket program, Compass)
 - v. Reviews Banquet Event Orders in collaboration with Events & Sponsorship Manager as available with all venues
 - vi. Attends and participates in all Pre-Convention meetings to ensure accuracy with venues and all Convention suppliers
 - vii. Third Party Meeting Requests
 - Collects and coordinates third party meeting requests for the week of Convention
 - Assigns available meeting space
 - Tracks third party meetings
 - Works with accounting department to invoice and track approved meetings
 - Liaison between venue and third party for meeting requirements
- 2. Executive Coordinator to UBCM President
 - a. Plans travel arrangements for UBCM President including travel, and hotel logistics
 - b. Provides detailed annotated agenda for each Executive meeting
- 3. Workshops and Seminars
 - a. Works collaboratively with Events and Sponsorship Manager as required on all UBCM events
 - b. Coordinates event arrangements as required for UBCM and affiliated events (ie. Housing Summit, Regional District Chair/CAO Forum and Electoral Area Forum)
 - c. Source and coordinate with event suppliers as required (audio visual, hotels, venues).
 - d. Liaises with assigned UBCM staff on program and final event requirements
 - e. As required secures sponsorship for events, and fulfills required sponsor benefits
- 4. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of the organization with its members and wide network of contacts.
- 5. Prepares and manages the preparation of a variety of documents (e.g. briefing materials, reports, articles policies, etc.) and prepares/delivers presentations, training, seminars, etc.