

Job Description – Event Coordinator

Position Summary

This is a **full-time, on-site, permanent position** responsible for the planning, coordination, and execution of Chamber-led events.

In alignment with the Chamber's **Strategic and Tactical Plans**, the primary purpose of this role is to **deliver high-quality, well-organized, and financially sustainable events** that enhance member engagement, sponsorship value, and community impact.

Reporting Structure

The Events Coordinator reports to the **Executive Director**.

Key Working Relationships

Internal – including but not limited to:

- Executive Director
- Communications Manager
- Other Chamber Team Members
- Office Administrator
- Bookkeeper

External – including but not limited to:

- Chamber Members
- Sponsors
- Vendors and Suppliers
- Speakers and Facilitators
- Event Venues and Caterers
- Volunteers and Committees

Primary Responsibilities

Event Planning & Coordination

- Develop and maintain detailed **event schedules and timelines**
 - Lead **catering and venue procurement**, including:
 - Drafting RFPs
 - Actively evaluating and selecting vendors
 - Manage **catering and venue contracts**
 - Fulfill **sponsorship agreements**, ensuring:
 - All deliverables are met
 - Secure event **sponsorships** in alignment with event goals
 - Manage **event registration**
 - Coordinate **presentation slides** and ensure readiness for event day
 - Manage **guest speakers**, serving as the lead point of contact
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Event Logistics & On-Site Execution

- Create event **supply lists** and coordinate procurement
 - Oversee **event set-up and tear-down**, ensuring smooth execution
 - Coordinate **signage and event assets**, including printing and pick-up
 - Act as the **lead on-site contact** for vendors, speakers, sponsors, and volunteers on event day
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Business Excellence Awards (BEA)

- Coordinate **BEA logistics**, including:
 - Nominations and selection process
 - Adjudication coordination
 - Vendor management
- Support and liaise with **BEA Selection Committees**
- Work closely with the **Communications Manager** to ensure:
 - Consistent branding
 - Coordinated promotion
 - Clear timelines and deliverables

Collaboration & Communications

- Liaise closely with the **Communications Manager** to align:
 - Event branding
 - Promotional timelines
 - Sponsor recognition and assets
 - Provide timely and accurate event information to support:
 - Website updates
 - E-newsletters
 - Social media promotion
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Additional Responsibilities

- Attend events, meetings, and public functions as required
 - Work occasional **non-traditional hours**, including evenings and weekends, as needed
 - Support Chamber staff during peak event periods
 - Other duties as assigned by the Executive Director
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Working Conditions and Environment

Regular Hours

Full-time, 37.5 hrs/week

Monday – Friday, 8:30 – 4:30pm. Flexibility required based on event schedules.

Irregular Hours

Evenings and weekends required for event execution.

Travel and Expenses

- Valid Class 5 BC Driver's License required
- Use of personal vehicle required
- Mileage reimbursed at current CRA rates

Education and Experience

Required

- Completion of Grade 12
- Minimum 3 years experience in event planning, coordination, or a related role

Preferred

- Post-secondary education in event management, business administration, marketing, or a related field
 - Experience managing vendors, contracts, and sponsorships
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Knowledge, Skills, and Attributes

- Strong organizational and project-management skills
 - Exceptional written and verbal communication skills
 - Ability to manage multiple events and deadlines simultaneously
 - Strong relationship-building and stakeholder-management skills
 - Detail-oriented with excellent follow-through
 - Proactive, adaptable, and solutions-focused
 - Comfortable working independently and as part of a team
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Compensation

- **Wage:** \$25/hr
 - **Benefits:** Chambers Plan benefits after probationary period
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How to Apply

- Email **resume and cover letter** to executivedirector@cranbrookchamber.com
- Applications will be accepted until **January 22, 2026**.
- Only those selected for interview will be contacted.