



The Public Health Association of BC is Hiring!

Events Coordinator

Victoria, BC

0.75 FTE

Overview

Reporting to the Operations Manager with oversight from the Executive Director, the **Events Coordinator** plays a crucial role in planning, organizing, and executing various events. Under the supervision and guidance of the Events Manager & Program Secretariat, the Events Coordinator supports the smooth execution of events, requiring proactive assistance, effective communication, and teamwork. This role involves collaborating with internal teams, coordinating logistics, and ensuring the successful implementation of events that align with the organization's goals and standards.

The ideal candidate will thrive in a dynamic environment with multiple projects and duties, demonstrate attention to detail, flexibility, and independent problem-solving. Occasional travel within greater Victoria area and out of town for PHABC engagements is required. A valid driver's license and personal vehicle are necessary. The position is performed remotely in Victoria, BC.

Background

The [Public Health Association of BC](http://www.phabc.org) (PHABC) is a voluntary, non-profit charity (est. 1953) that promotes and protects public health by actively working to advance the development and implementation of healthy public policy, by encouraging and facilitating research that supports public health and cooperating regionally, nationally and internationally with partner organizations. Its national linkages enable the PHABC to participate in dialogue and action on matters of interest across Canada. The PHABC has a long track record of fiscal and administrative stability and considerable experience with community development, continuing education, initiatives addressing the determinants of health and project planning, implementation, assessment and evaluation. PHABC has partnered with the federal and provincial governments to carry out significant knowledge development and exchange projects.

PHABC maintains a number of provincial programs including I Boost Immunity, Farm to School BC, Immunize BC, Can You Dig It, BC Coalition for Healthy School Food – BC Chapter and Kids Boost Immunity, now a national program with a pilot recently developed in Scotland and interest from other countries.

Key Accountabilities/Responsibilities

1. Event Planning and Execution:
 - Collaborate with the Events Manager to understand event goals and themes.
 - Contribute to brainstorming and concept development for events.
 - Coordinate logistical aspects such as venue selection, catering, and equipment setup.
 - Assist in creating detailed event timelines and schedules.
2. Participant Engagement:
 - Manage event registrations, RSVPs, and attendee communications.
 - Address participant inquiries and coordinate experiences during events.
 - Assist in distributing event invitations to guests and sponsors.
 - Handle post-event thank-you communications.
3. Logistics and Operations:
 - Coordinate transportation, accommodations, and details for attendees and speakers.
 - Ensure compliance with legal and safety regulations.
 - Manage event technology and troubleshoot technical issues.
4. Vendor and Supplier Coordination:
 - Assist in selecting vendors and contractors.
 - Support vendor negotiations and contracts.
 - Coordinate vendor setup and logistical requirements.
5. Marketing and Promotion:
 - Implement marketing strategies to increase event visibility.
 - Utilize various marketing channels for promotion.
 - Contribute to marketing analysis and adjustments.
6. Content and Programming:
 - Ensure content alignment with event objectives.
 - Coordinate with speakers and manage responses.
 - Assist in developing event programs and materials.
7. Documentation and Reporting:
 - Maintain accurate event records and budgets.
 - Gather participant feedback for post-event assessment.
 - Generate post-event reports and analyses.

Qualifications & Required Skills

- Bachelor's degree in event management, hospitality, marketing, or related field (or equivalent work experience).
- Strong organizational and time-management skills.
- Effective communication and interpersonal abilities.
- Familiarity with event management software and Microsoft Office.
- Ability to collaborate in a dynamic, fast-paced environment.

- Detail-oriented with problem-solving skills.
- Enthusiasm for developing event coordination expertise.
- Experience with Adobe, MS Office, including Word, Excel, Project, Outlook, PowerPoint.
- A detail-oriented, flexible and solutions-based work ethic;
- Ability to work independently, take initiative and assume responsibility with minimal supervision;
- Demonstrated ability to manage multiple projects, set priorities and meet deadlines;
- Demonstrated ability to work with a diverse people and groups, strong interpersonal & relationship building skills;
- Possess a fundamental respect for all whom they meet & encounter through their work;
- Valid BC Driver's license and a personal vehicle.

This is a **0.75 FTE position**, valued thirty (30) hours per week at a rate of **\$26.22 per hour** and including three (3) week's paid vacation. The selected candidate will be offered permanent employment including extended health & dental benefits, personal internet use allowance, and sick/personal/birthday leave following a successful probationary period of ninety (90) days. This position has the potential to increase to full time hours dependent upon upcoming events, projects and varying needs.

To Apply

Please submit a resume, 3 references, and a cover letter detailing why you would be the ideal candidate for the position to **Ginelle Smith** at ops.manager@phabc.org by **Wednesday September 13th, 2023**. Please include *PHABC Events Coordinator Job Posting* in your email subject line.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

PHABC is an equal opportunity organization and all qualified applicants will receive consideration for this position without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

