

4815 – 44 Ave
Stony Plain, AB T7Z 1V5
www.gprchamber.ca
780.963.4545



**GREATER
PARKLAND
REGIONAL
CHAMBER**

Events Coordinator

The Greater Parkland Regional Chamber of Commerce is a not-for-profit organization formed by a membership decision to combine three chambers of commerce into a unified entity. As a new collective, with over 60 years of experience supporting businesses, we are proud to have become one of the largest and most influential business associations in the Region, representing over 900 businesses of all sizes across all sectors.

Position Overview

The Events Coordinator is essential for advancing and achieving the Greater Parkland Regional Chamber's goals of inspiring and promoting businesses within our community. Reporting directly to the CEO, this position plays an essential role in contributing to the Chamber's success by planning and organizing a variety of online and offline events that involve both internal and external stakeholders. This position will also work with other departments to ensure that the Chamber events align with the Chamber's Strategic Business Plan.

Responsibilities

- Plan and manage Chamber events, including the State of the Region Address, Tri-Expo & Marketplace, Annual Golf Tournament, Business Awards of Distinction, Luncheons, Breakfasts, Business After Hours, the Member/Volunteer Appreciation BBQ, and openings, Ambassadors Kick Off & Reception and various seminars and workshops
- Provide outstanding customer service and organize events that meet quality expectations and provide added value to Chamber's memberships, increase the visibility of the Chamber, enhance its image and positively influence public opinion
- Coordinate event logistics booking
- Maintain the Chamber's presence by suggesting and organizing events as well as develop positive partnership with different organizations and people
- Support the CEO to identify and attract revenue opportunities through partnerships, funding, sponsorships, and outreach
- Build and maintain relationships with multiple stakeholders and partners
- Prepare and monitor budgets for all Chamber events
- Support event evaluation and follow-up by generating reports, entering and analyzing data, tracking performance, and researching and reporting on industry and market trends
- Assist with the Chamber's events advertising program
- Suggest operational efficiencies

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Communications

- Keep open communications with other Chamber staff, Ambassadors and Board members for expectations for event support
- Work with others in a professional, cooperative and service orientated manner
- Collaborate with the Communications & Media Specialist to effectively manage all event-related content curation and audience engagement using the social channels, including Twitter, Facebook, LinkedIn, Instagram, and YouTube, as well as additional social support as required
- Other relevant duties as assigned

Knowledge, Skills and Experience

- Post-secondary education in marketing, public relations, events planning and management, hospitality management or a related field
- 3+ years' experience in events management related experience
- Clear understanding of the event planning process, tools, timeline and accountability
- Great reliability, detail and target-oriented, team attitude coupled with a flexible, "can-do" attitude, with the ability to take initiative when required
- Excellent interpersonal skills, including the ability to work collaboratively with a wide range of stakeholders
- Experience inviting and introducing guests, speakers and VIPs at events
- Proficient with MS Office, Google suites, social media and various teleconferencing tools
- A strong team player and an independent thinker
- Positive attitude, detail and customer oriented with good multitasking and organizational skills
- Outstanding verbal and written communication skills in English; strong public speaking skill is desired
- Familiarity with the Parkland region is a definite asset

Hours: 35 hours per week. Ability to attend and support some early morning, evening and weekend events is required.

Benefits: A comprehensive healthcare benefits package will be offered after probation.

Location: Work will be conducted between working in the Chamber's office and home. However, there is an expectation that the incumbent resides in the close-by area and will be working in the office several days per week.

Start Date: Beginning of January 2022.

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We are dedicated to developing a supportive and inclusive workplace culture and we are committed to building a team that represents a variety of backgrounds, cultures, perspectives, and skills, which supports our diverse membership. Interested candidates should submit **a resume AND a cover letter** to badabconsultinginc@gmail.com **before 5pm on November 8, 2021**. We thank all applicants for their interest, however only those selected for an interview will be contacted. The successful candidate will be required to provide professional references and to undergo a satisfactory criminal record check prior to the commencement of employment.