

POSITION TITLE: Events Coordinator

SUPERVISOR: Manager of Operations

DEPARTMENT: Administration

CLASSIFICATION: Full-time

Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. A focus on equity, diversity, and inclusion is paramount to achieving our success. The Association fosters a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation; and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and combines collaboration and clear direction with scope for autonomy.

HOURS OF WORK: 35 hours per week

- Association office hours are 8:30 a.m. to 4:30 p.m.; Mon-Fri. Typical work week hours may fluctuate depending on the process management functions, employee needs to be flexible to meet the normal demands of the position. Various events outside of normal working hours will need to be attended.
- Flexible Work Arrangements available including time divided between in office, evening, and weekend events, and occasional work from home.
- Certain events may occur outdoors, travel outside of Winnipeg within the province of Manitoba may be required.

QUALIFICATIONS: Minimum Grade 12 diploma; Bachelor's Degree preferred. Desired course of study: marketing, communication, event planning, or a combination of education, training, and experience may be considered. Minimum 2 years' experience in event planning. First Aid Certification or willing to get it within 6 months.

Friendly and engaging self-starter with intuitive sense to anticipate needs. Must have strong organizational skills and ability to execute detailed plans. Understanding of the Truth and Reconciliation Calls to Action, the MMIWG2S Calls to Justice, and critical race and gender theory considered an asset.

PAY RATE: The Association provides competitive compensation and benefits.

REPRESENTATIVE SKILLS

- Strong detail orientation and high standards for quality work.
- Excellent organizational and office skills, and ability to execute detailed plans for meeting and event planning.

- Computer proficiency with Microsoft, database management, online meeting platforms, hybrid meeting systems, video editing, YouTube, and desktop publishing such as Adobe and Canva.
- Excellent written and verbal communication skills, including: writing, proofreading, ability to clearly communicate information effectively and persuasively. Solid understanding of English grammar. Knowledge of French is an asset.
- Personable demeanour/excellent customer service orientation.
- Ability to handle multiple projects concurrently.
- Basic graphic design, video editing, and HTML.
- Flexibility.
- Ability to develop timelines and meet deadlines.
- Friendly and engaging self-starter with an intuitive sense of anticipating needs for meeting organizational goals.
- Sound decision-making ability.
- Ability to work independently while maintaining effective working relationships with co-workers, managers, members, and the general public.

DUTIES & RESPONSIBILITIES

Scope

Under general direction of the Manager of Operations, the Events Coordinator will plan, coordinate, and oversee the execution of Association events including annual conferences, onsite, virtual, and hybrid meetings, seminars, training, and other events ensuring consistent standards and high quality for the members and staff. These events are to be engaging, positive, and add value for participants. Develop, oversee, and arrange for documentation and collateral material for general use and at events.

Events and Programs:

- Conduct research, visit sites, and find resources to help staff decide about event possibilities.
- Coordinate on-site arrangements for all meetings and events: assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, and ensure appropriate décor.
- Serve as liaison with vendors on event-related matters and rentals of Association space.
- Assist with managing on-site production, logistics, troubleshooting technology, and clean up for events as necessary.
- Provide creative direction and prepare materials for events such as nametags, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Assist with hybrid events and observer streams for events such as Council meetings, investigation and discipline hearings, and admission information sessions.
- Arrange and coordinate all pre-recorded sessions including post-production and hosting requirements.
- Assist with preparing budgets and provide periodic progress reports to the Manager of Operations for each event project.
- Keep track of event finances including payments, invoicing, and reporting.
- Propose new ideas to improve the event planning and implementation process.
- Work with Association committees and task groups, and other staff for events.
- Create, plan, and stage all staff events including, but not limited to professional development, special events, and team building.
- Arrange and keep a record of all individual and group staff training.

Communications:

- Manage development, production, and distribution of promotional and collateral materials.
- Be responsible for ensuring accuracy in information and proofreading.
- Screen all requests for speakers and presentations connected to the annual conference and circular mentorship program.

Administrative/Customer Service and Support:

- Process event registrations and follow up with payments and invoicing as required.
- Select evaluation metrics, tracking and reporting on benchmarks.
- Monitor emails and voice messages.
- Provide additional assistance and complete special projects as assigned by the Manager of Operations.
- Participate in budget development and support budget management.
- Responsible for First Aid Qualifications, including arranging for and keeping records of all group staff training and individual First Aid.
- Sit on national boards and work with provincial regulators.
- Assist with other administrative duties (Reception lunch coverage, typing, filing, organizing, copying, mailings, etc.) as needed.

Other general duties as determined by the Manager of Operations.

OTHER

Physical Requirements

- Standing and walking for limited periods of time.
- Sitting at a desk for extended periods of time.
- Occasionally lifting and carrying of items weighing up to 25lbs or more.
- Talking on the telephone for limited periods of time.
- Extensive keyboard and computer use; eye strain for limited periods of time (related to computer use).

Good Character

- Must agree to a criminal record check.

INTERESTED CANDIDATES SHOULD FORWARD A LETTER OF APPLICATION AND RESUME TO:

Manager of Operations
Engineers Geoscientists Manitoba
870 Pembina Hwy,
Winnipeg, MB, R3M 2M7
Info@EngGeoMB.ca

Closing Date: February 14, 2024