

## JOB DESCRIPTION

### SPECIAL EVENTS COORDINATOR

#### OVERVIEW

The Special Events Coordinator will support the planning and development of Inclusion BC's annual learning event Everybody Belongs! and other program events throughout the year.

**Everybody Belongs!** is held over 3 days each spring at a different location throughout the province. Over 500 people attend including self-advocates, family members, community inclusion workers and community leaders, education and therapeutic professionals, and expert advisors.

The Special Events Coordinator will work across all aspects of event planning from conception to clean up to produce meaningful and high-quality events that support people with intellectual and developmental disabilities, their families and the people who support them.

The Special Events Coordinator reports to the Resource Development Officer and works closely with the senior leadership team as the event partner on a variety of strategic initiatives.

#### SPECIFIC ACCOUNTABILITIES

- Liaise with event stakeholders both internally and externally (venue, suppliers, speakers, exhibitors, sponsors, partners, staff lead, communications staff) to ensure the successful completion of each event.
- Ensure accessibility requirements are carefully considered and met for each event as needed (e.g., venue accessibility, ASL interpreters, closed captioning, etc.).
- Meet regularly with key staff team members to ensure targets and deadlines are being met.
- Troubleshoot and answer queries for event participants/partners.
- Coordinate logistics for the Annual Learning Event and other events as needed.
- Be on-site during events as needed to coordinate set-up/take-down/ provide support and coordinate with vendors/stakeholders.
- Organize and coordinate volunteers before and during events.
- Managing registration process including developing forms and delegate support.
- Implement event plan, including program, site development, equipment, A/V requirements, staging, seating, parking, etc.
- Coordinating event wrap-up, evaluations, and reports.



- Provide support for additional special events (in-person/hybrid/virtual) as required. Including the Family Leadership Series, and the Family Support Workers Network.

### **SKILLS AND COMPETENCIES**

- 2+ years of previous experience in events support for a non-profit, brand or agency.
- Strong communication and interpersonal skills.
- Well-organized with excellent multi-tasking abilities.
- Strong writing and editing skills.
- Excellent time and project management skills, attention to detail, and ability to work independently and collaboratively within teams.
- Strong knowledge of appropriate software, including the Microsoft Office suite.
- Ability to present information in an informative and structured manner (written and verbal).

### **WORKING CONDITIONS**

The Special Events Coordinator is a part-time position within a strong value-based organizational culture. This position requires a high level of team collaboration, yet also requires significant autonomy and flexibility. Occasional travel within BC will be required.

### **COMPENSATION**

This role is part-time (25 hours per week) at \$32.50 per hour and is a contract position for two years with the possibility of renewal.

We are strongly committed to diversity and inclusion and aim to create a healthy, accessible, and rewarding work environment which highlights employees' unique contributions to our organization's success.

### **HOW TO APPLY**

Resume and cover letter can be submitted by email to [info@inclusionbc.org](mailto:info@inclusionbc.org) by June 12, 2023.

