

ABIA Special Events & Membership Coordinator - Job Description

Hours: 25 hrs per week

Rate of Pay: \$20 to \$25 per hour

Reports to: Executive Director

This role will support the direction of the Social Media Coordinator under the direction of the Executive Director of the ABIA, they will receive training from both staff members. This position, located at our offices in Aldershot, will require after hours commitments; to include meetings, networking, event attendance, volunteers and other stakeholders. Work hours will be flexible to manage duties within the 25 hours allocated weekly. This role could lead to a permanent full time position.

Start Date Sept 2021

Event Coordination & Project Management

- Develop Critical Path and Calendar of Events for the year.
- Recruit and work with vendors including collecting fees and contract creation.
- Track progress of planning against established timelines
- Ensure all necessary permits, forms and paperwork are completed before events.
- Collaborate with the Special Events Committee, Social Media Coordinator and Executive Director in conjunction with these events.
- Make membership deliveries when necessary

•

Office Hours & Administration

- Expected to work out of the BIA office for a good portion of other hours allotted.
- Managing incoming and outgoing mail to the ABIA office.
- Assist in maintaining office space in clean and orderly fashion.

Membership Development

- Maintaining accurate contact details.
 - Regular visits to membership as a 'check in' to see what they need, how we can help and chat about our upcoming events and opportunities for participation.
 - Communicate results to Social Media Coordinator for updates to online platforms.
 - Assist the Executive Director in sponsorship asks.
-
- Maintain sponsorship package to be used online and in 1 to 1 canvassing of the membership.
 - Canvas members with sponsorship opportunities by showcasing the value of each opportunity.

Skills Requirement

- Marketing and event experience coupled with strong oral and written communication skills.
- Strong interpersonal and customer service skills
- Strong computer skills including word, excel, powerpoint and outlook.
- Detail orientated and self starter with strong organizational skills with the ability to work independently.
- Must be able to work independently and as a member of a team.
- Must be able to take direction and execute on project management tasks
- Physical abilities include light lifting, stairs and other similar demands. May include standing for extended periods and working in different locations.