



Events Coordinator (Fixed-Term Contract), Gymnastics BC

Based in Vancouver, Gymnastics BC (GBC) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of gymnastics in BC. Our dynamic team serves 79 member clubs, typically representing a membership of over 52,000 participants throughout the province. As a member-based organization, we strive to deliver excellent member and customer service experiences in all of our interactions.

If you are passionate about amateur sport and have a keen interest in event coordination, we invite you to apply to for this exciting part-time, fixed-term contract position until July 31, 2021.

We are looking for a self-motivated, creative and driven team member who:

- Seamlessly collaborates with a diverse group of professionals;
- Easily communicates with co-workers, members and partners;
- Effortlessly multi-tasks;
- Passionately engages with customers with a positive attitude;
- Diligently ensures that the tools required for successful office operations are maintained;
- Skillfully coordinates meetings and events;
- Enthusiastically embraces new challenges and opportunities.

As the association's go-to events coordinator, you will be responsible for working collaboratively with our team to ensure our events run smoothly. Are you up for the challenge?

Events Coordinator Overview:

Reporting to the Chief Executive Officer, and working closely with the Technical Director and all Gymnastics BC staff, the Events Coordinator is responsible for all event coordination tasks.

Primary Areas of Responsibility:

- All GBC-hosted and co-hosted events and meetings
- General support for courses, webinars and programs run through GBC and the gymnastics technical committees/communities

Duties:

- Work cross-functionally with GBC staff, host clubs, technical committees, and/or other event stakeholders to carry out events
- Coordinate and plan the execution of the remaining 2020/2021 GBC events, including:
 - Annual General Meeting and Extraordinary General Meeting,
 - BC Championships (two events),
 - Gymnaestrada (undetermined),
 - Recreation Conference, and
 - Educational webinars
- Create and distribute event communications to member clubs
- Act as the main point of contact for all event-related inquiries
- Oversee registration and budgets for all GBC events
- Monitor GBC's annual event budget
- Coordinate all operations "on site" (including virtual events), ensuring each event is completed smoothly
- Deliver events on time, within budget, and which meet or exceed expectations of the organization, partner/host clubs, and members
- Prepare post-event reports, including budgets, registration, attendance, feedback surveys, etc.
- Preparation of RFPs – future event hosts
- Other related duties as required

Other Details:

- Must have strong written and verbal communication skills
- Must have a keen attention to detail
- Must be very organized with exceptional time-management skills
- Must be self-motivated and able to work independently with minimal supervision
- Must be competent with MS Office applications
- Knowledge and experience in BC's amateur sport system is an asset
- Must be legally eligible to work in Canada
- A current Criminal Record Check will be required
- Occasional travel and non-regular working hours will be necessary

To Apply for This Position:

Please email your resume and cover letter* in either MS Word or PDF format to: Nigel Loring, Chief Executive Officer at ceo@gymbc.org – no phone calls please.

We thank all applicants for their interest, however, please note that only candidates selected for an interview will be contacted.

*Please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements.

Application Deadline:

As soon as possible - the position will remain open until a suitable candidate is found.