



Events Coordinator
Fixed-Term Contract (Mat Leave)
March 1, 2023 – June 15, 2024
(Approximately 20 hrs/week)

Based in Vancouver, Gymnastics BC (GymBC) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of gymnastics in BC. Our dynamic team serves 70-member clubs that typically represent 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 planning and coordination, we invite you to apply to for this exciting part-time, fixed-term contract position through until June 15, 2024.

Position Title – Events Coordinator

As the association’s go-to events coordinator, you will be responsible for working collaboratively with our team to ensure our GymBC annual events and related activities and initiatives run smoothly. Are you up for the challenge?

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

- *Seamlessly collaborates with a diverse group of professionals;*
- *Efficiently 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.*

Events Coordinator Overview:

Reporting to the Chief Executive Officer, and working closely with the Program Coordinators and all Gymnastics BC staff, the Events Coordinator is responsible for all event related tasks.

Primary Areas of Responsibility:

- Plan and organize all GymBC hosted and co-hosted events and meetings;
- Manage GymBC’s event calendar, coordinating with multiple host clubs and GymBC Program Coordinators and staff to deliver a well scheduled competition season;
- General support for courses, webinars and programs run through GymBC and the gymnastics technical committees/communities.

Duties:

- Work cross-functionally with GymBC staff, host clubs, technical committees, and/or other event stakeholders to carry out events;
- Coordinate and plan the execution of the GymBC events, including:
 - Annual General Meeting and Extraordinary General Meeting (if applicable),
 - BC Championships (two events),
 - (Support coordination of) Gymnaestrada ,
 - Recreation Conference, and
 - Educational webinars (as required).
- 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 GymBC events;
- Monitor GymBC's annual event budget;
- Coordinate all event 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 financial report(s), attendance, feedback surveys, etc.;
- Preparation of RFPs for future event hosts;
- Other related duties as required.

Other Details

- Must have exceptional written and verbal communication skills.
- Experience using the Activity Messenger mailing platform is an asset.
- 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 using MS Office applications.
- Knowledge of BC's amateur sport system is an asset.
- Must be legally eligible to work in Canada.
- A valid British Columbia Class 5 driver's license is preferred.
- A current Criminal Record Check will be required.
- Occasional travel and non-regular working hours will be necessary.

Remuneration

Competitive salary based on qualifications and experience.

How To Apply:

Please email your resume and cover letter* in either MS Word or PDF format to:

careers@gymbc.org – no phone calls please.

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

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

Application Deadline: Job will remain posted until a successful candidate is hired.