



Administrative Assistant/Event Planner

Job Description

Job title

Administrative/Events coordinator – Part Time

Job summary

To ensure efficient and timely operations of the Association's office and events to promote the work of the Association

Prime functions

Office Administration

- General reception duties, including greeting members upon arrival and answering phone (phone, voice-mail, email, preparation of mail outs and other duties as assigned)
- Support to Executive Officer, as required
- Update membership, outlook & newsletter databases
- Maintains office calendar
- Prepares office for Association meetings
- Invoice and receive payment for events
- Orders office supplies
- Update website and social media accounts
- Prepares and distributes weekly membership newsletter via MailChimp

Event Planning

- Coordinates and carry-out services for events including booking venues on expected numbers and menu planning, invitations, and all other associated duties
- Event location set-up, sign-up, registrations, and take-down
- Greets members on arrival to events
- Organizes and manages volunteers for events
- Advertises events to membership and promotes attendance to events
- Confirms and solicits sponsorships
- Sends thank-you cards to event sponsors
- expected to attend events, which may require evenings

Wage – Hourly - \$20-22, dependent on experience

Hours – 15-20 hours a week, dependent on workload – may lead to full time in September

Qualifications

Experience in event planning a requirement; experience in large scale events a definite asset
Excellent communication and organizational skills
Demonstrated ability to prioritize in fast paced environment
Excellent computer skills including Microsoft Office
Experience with social media platforms and content creation will be an asset
Knowledge in Sage and WordPress are assets
Creative and innovative thinking
Good interpersonal skills and ability to understand the expectations of a diverse membership
Demonstrated ability to be self-motivated