



WE ARE GROWING AND SEARCHING FOR A PROJECT COORDINATOR

A BIT ABOUT US: Venue West was founded in 1970 and has been an important part of the Canadian conference and association industry ever since. We are one of only 5 companies in Canada and less than 150 in the world who are certified by the International Association of Professional Congress Organisers to manage an international congress. We work with clients from across Canada and from around the world to manage small to large conferences, associations, and events. Since 2005, Venue West has been a family-owned and operated business.

We also care about and invest in our local community and sustainability through:

- Being a member of 1% for the Planet, where 1% of all our revenue goes to social and environmental charities
- The use of 100% tree-free paper
- Support JUMP Math Charity

NATURE & SCOPE: The Project Coordinator is accountable for supporting the development and implementation of Venue Wests projects. You will work under the guidance of our Senior Project Managers and be responsible for developing world-class virtual conferences and in-person events when they return. We are looking for a self-starting, tech-savvy coordinator that can hit the ground running; a creative thinker with an appetite for learning, and someone who is not afraid to roll up their sleeves and work end to end on event executions. We are looking for a project coordinator who isn't afraid to wear many hats.

WHAT WE ARE LOOKING FOR:

- A self-starter with both virtual and in-person conference experience
- You have worked with 3rd party conference management company
- 2+ years of experience in coordinating and executing different event types: webinars, virtual conference as well as in-person
- Ability to work with and manage multiple deadlines
- Tech-savvy including confidence in learning and setting up virtual platforms (ideally EventsAIR / AIRCast)
- Demonstrated ability to multitask
- High-level knowledge of Microsoft Word, Excel and PowerPoint
- Confidence to meet with clients and suppliers
- Highest level of professionalism in communicating with clients and internal teams
- Experienced in managing speakers, speaker training and program development
- Strong problem-solving skills
- Excellent attention to details



RESPONSIBILITIES:

- You will work under the supervision of our Senior Project Managers on multiple projects
- Lead live event recordings, speaker preparations, session recordings, and event moderation activities
- Develop and maintain conference websites
- Drive all event testing and quality control procedures before and during the events
- Communicate effectively and regularly to ensure internal team alignment
- Develop and execute event strategy including demand generation campaigns using multiple tactics (i.e. social, email and website) and day of event experience
- Working with the project managers to determine objectives and requirements for projects and working closely with clients and your colleagues to deliver successful events
- Abstract and Program Management, including the coordination of submission and review processes, assist clients with reports and technical questions, coordinate abstract and program book development
- Working with budgets and timelines for conferences, trade shows, or events and adhering to those dates and figures
- Assist with registration and delegate communication
- Assisting in promoting the projects by contributing to marketing efforts, including coordination of various promotional tools such as lure brochures, postcards, preliminary and final programs, conference websites, and social media
- Coordinating suppliers for events including (but not limited to) food and beverage, entertainment, signage, displays, audio-visual and printing

If you believe you are the right candidate for this position please send us your CV, salary expectations, including your experience with virtual platforms and what those platforms are. Please send an email to careers@venuewest.com

Additional Information:

Position Type: Non-Management

Reports To: Chief Operating Officer

Job Status: Full Time

Job Location: Remote Working / Moving to full time in downtown Vancouver office (when safe)

Application Deadline: Open