

## We are growing and looking for a CONFERENCE COORDINATOR

Location: Remote - BC

The Conference & Events Team specializes in providing expert conference and event management services for association and not-for-profit clients, handling national and international conferences in-person, virtually, and in hybrid formats. The Conference Coordinator will take on the role of program and speaker manager, tours and social events coordinator or exhibitor and sponsorship fulfillment and work under the supervision of our (Senior) Conference Managers on multiple projects

### WHAT WE ARE LOOKING FOR

- » A self-starter who has worked with a 3rd party conference management company / PCO in a similar role.
- » 2+ years of related experience in coordinating different event types: scientific/academic conferences, social events, webinars, virtual conferences, trade shows.
- » Tech-savvy including confidence in learning new software. Ideally you have experience with EventsAIR.
- » Demonstrated experience multitasking and prioritizing is a must
- » Highest level of professionalism in communicating with clients and internal teams
- » Strong problem-solving skills
- » Excellent attention to details
- » Strong English grammar skills - both written and oral
- » Microsoft Office Package
- » Ability to work with multiple teams and supervisors

### THE ROLE AND TASKS

- » 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, as well as session chair/moderator activities.
- » Speaker management including guidelines, recordings, onsite management and reimbursement
- » Sponsorship and exhibitor fulfillment incl. show services RFPs, booth allocation, manuals and onsite management
- » Social event coordination incl. budgets, supplier management (F&B, Audio visual, transportation, entertainment, décor etc.), event design and onsite coordination.
- » Working with budgets and timelines for conferences, trade shows, or events and adhering to those dates and figures

- » Ensuring quality control procedures before and during the events
- » Assist with registration and delegate communication when necessary
- » Communicate effectively and regularly to ensure internal team alignment

## HOW TO APPLY

Qualified candidates are invited to submit their resume, cover letter and salary expectations by email to [careers@venuewest.com](mailto:careers@venuewest.com). Please include "Conference Coordinator Application" in the subject line. Venue West Conference Services encourages applications from candidates of all backgrounds. Please note that only candidates who are shortlisted for an interview will be contacted.

## 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.

## ADDITIONAL INFORMATION:

Position Type: Non-Management

Location: remote – BC

Reports To: President

Job Status: Mat leave replacement – 12 months with option to extend

Application Deadline: When filled

Extended medical benefits

Salary: \$55,000 - \$60,000 depending on experience

