

## Position Overview

Reporting to the Office Manager and ATIP Officer, the Corporate Events Coordinator oversees all aspects event planning and management including but not limited to preparation, implementation, execution, and evaluation of internal and external events for FMB.

The Corporate Events Coordinator drives FMB's mission by always representing our vision in every event. Taking ownership of every aspect of an event, from venue choice to success metrics while ensuring budgets and timelines remain aligned with expectations.

## Accountabilities

- Oversees the coordination and logistics of internal and external events including conferences, meetings, staff activities, dinners, and training sessions;
- Collaborates with teams across FMB to create experiences that positively impact and promote an engaging, inclusive culture;
- Ensures that events progress seamlessly by following established procedures, collaborating with other employees, and ensuring accuracy;
- Sources venues, obtains quotes and conducts site visits; managing vendors and suppliers;
- Supports the management of event budgets;
- Liaises with caterers, exhibitors, delegates, and speakers;
- Collaborates with other staff to develop promotional materials for the event;
- Co-ordinates the delivery of materials to events;
- Maintains detailed and accurate event files;
- Provides reports on events which include obstacles encountered and opportunities for improvement;
- Uses judgment to integrate current trends in event management and event design;
- Creates a network and tools to help teams ideate, design, and execute on smaller team building events;
- Maintains connections between multiple internal teams to successfully juggle competing and changing priorities;
- Makes use of various technologies and techniques to implement virtual events, at times across multiple time zones;
- Evaluates events, provides feedback, and continually adapts as FMB grows and evolves;
- Turns staff ideas into reality and run with things that help grow the office culture;
- Facilitates a core program of events and annual activities that run throughout the year, both internally and externally;
- In collaboration with Senior Leaders, and the Communications Manager, manages internal and external event communications;
- Works with the Communications Manager to ensure that social media messages are delivered in-sync with the events calendar to ensure maximum promotion and social outreach;
- Provides backup support to other members of Corporate Services staff when needed;

The Corporate Events Coordinator performs other related duties as requested.

## Qualifications

- Post-secondary education in Business Administration, Marketing, Hospitality, or a related discipline;
- Minimum of three (3) years experience working in an Events Coordination position;
- Exceptional interpersonal skills, including outstanding oral and written communication capabilities in English; French language a strong asset;
- Exceptional organizational skills with the ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail;
- Experience working with Indigenous Governments, organizations and communities considered a strong asset;
- Effective working skills of Microsoft Suite and Adobe Products;
- Highly effective teamwork skills;
- Ability to follow through and complete overlapping projects;
- Experience working in an Indigenous environment;
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook);
- Must have an understanding, awareness and appreciation of Indigenous culture and history;
- Willingness to participate in ongoing education and training for the role including Indigenous Cultural studies.

Equivalent or relevant education and/or experience may be considered.

## Competencies

### Communication

- Conveys information, both verbally and written, with confidence, consistency, effectiveness, and clarity, using active listening techniques to effectively understand and increase understanding.

### Innovative/Initiative

- Anticipates the implications and consequences of situations and take appropriate action;
- Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes.

### Adaptability/Flexibility

- Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation;
- Embraces change and demonstrates a willingness to learn new skills and processes.

### Detailed and organized

- Is alert in a fast-paced environment; follows detailed procedures and ensures accuracy in documentation and data; concentrates on routine work details; organizes and maintains a system of records;
- Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

### Environmental Awareness

- Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations and through having a solid understanding of the internal environment.

### Technical

- Is sought out as an expert to provide advice and solutions;
- Keeps informed about current and future trends in relevant areas;
- Embraces change and demonstrates a willingness to learn new skills and processes.

### Interpersonal

- Consistently displays professionalism and confidence, creating a positive impression as an individual and representative of FMB.
- Develops and maintains effective partnerships with others internally and externally to the organization;

### Working Conditions

- This position is based in West Vancouver, British Columbia, or Ottawa Ontario; hybrid work agreement may be considered;
- National travel is required;
- Evening and weekend work may be required occasionally.