

#600 World Trade Centre - 9990 Jasper Avenue Edmonton, Alberta, Canada, T5J 1P7 <プトウトないしました。(Amiskwacîwâskahikan) Treaty 6/Métis Territory

edmontonchamber.com

Events Coordinator

For 135 years, the Edmonton Chamber of Commerce has championed growth, innovation, and profitability in Edmonton's business community. Representing members ranging from small businesses to large enterprises across all sectors, we advocate for their interests at all levels of government, fostering a thriving and sustainable business environment. Our strategic partnerships and innovative services empower businesses to succeed and contribute to Edmonton's prosperity. To learn more visit www.edmontonchamber.com/about

Position Summary

We are seeking a detail-oriented and energetic Events Coordinator to join our team. The ideal candidate will be responsible for planning, organizing, and executing a variety of events, ensuring seamless coordination from conception to completion.

Position Title Events Coordinator

Reports to: Director, Strategic Programming & Events

Hours Full-time role, primarily in-person, at the World Trade Centre

Edmonton.

Salary \$60,000 – \$70,000

Key Responsibilities

- Collaborate with internal teams and stakeholders to understand event requirements and objectives.
- Create internal event brief document for review by the Director, Events Services and collaborate with the Sr. Communications Advisors on external event briefs.
- Collaborating with other departments to ensure their requirements are met when hosting an event.
- Managing and auditing inventory of events supplies and organization of storeroom on a monthly basis.
- Responsible for ordering event signage and other required print materials, as well as placing order and arranging deliveries.
- Creating staff packages for events and distribute guest list.
- Creating table cards, place cards, guest name tags and PowerPoints for events.
- Managing registration on site of events and all external communication
- Scheduling event committee meetings, post event review meetings and taking notes.
- Liaise with vendors, negotiate contracts, and manage relationships to ensure the successful delivery of services
- Contribute to the development of marketing materials and strategies to promote events.
- Utilize social media and other channels to increase event visibility and attendance.
- Oversee on-site setup, ensuring all elements are in place for a successful event.



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- Including set up, hosting and take down.
- Conduct post-event evaluations to assess the success of each event.
- Gather feedback and make recommendations for improvements.
- Use internal CRM system to ensure events are communicated to the designated audience
- Responsible for managing ticket orders and collection payment.
- Responsible for correspondence with event groups, sponsors and partners including emailing, tickets and invoices and past-due invoices as required.
- Managing promotional materials onsite during events (banners, sign display, comment cards).
- Monitoring the Events email and calendar.
- Represent the Edmonton Chamber of Commerce professionally and responsibly in all external settings, including meetings, events, and community interactions.
- Provide on-site social media support for Chamber events, ensuring smooth execution and positive experiences for attendees, members, and stakeholders.
- Be available for occasional after-hours work to support special events, member engagements, or urgent organizational needs.

Qualifications

- Post-secondary diploma, or degree in Business Administration, Event Planning, Marketing or equivalent preferred.
- 3-4 years' experience working in a customer service and events focused organization.
- Exceptional communication skills (both written and verbal) to identify, evaluate and explain complex issues in a succinct and understandable manner.
- Adaptability and flexibility to anticipate and respond to the needs of a fast-paced working environment.
- Effective project management skills; the ability to prioritize and handle multiple tasks and projects concurrently.
- Ability to foster and maintain trusting and dependable working relationships.
- Ability to take initiative and work independently on individual assigned tasks, as well as ability to work in a team environment.
- Demonstrated attention to detail and the ability to work quickly while maintaining a high degree of quality and accuracy.
- Ability to maintain confidentiality of information and make responsible decisions in accordance with prescribed policies and processes.
- Microsoft Proficiency in Outlook, Excel, Word required.
- Ability to work flexible hours and availability to include early mornings, evenings and
- A valid Provincial driver's license is required as some travel may be required.

To apply, please submit a cover letter and resume to tlabbe@edmontonchamber.com.