

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.

<u>Position Title</u>	Events Coordinator
<u>Reports to:</u>	Director, Strategic Programming & Events
<u>Hours</u>	Full-time role, primarily in-person, at the World Trade Centre Edmonton.
<u>Salary</u>	\$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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