



CANADIAN
HOME BUILDERS' ASSOCIATION
NORTHERN BC

The Canadian Home Builders' Association of Northern BC is one association representing the residential construction industry and serving our members at three levels. Our focus is to have our members have many opportunities to have their voices heard by government, make business contacts, stay informed and build recognition with consumers.

We are seeking to fill the role of an:

OPERATIONS AND EVENTS COORDINATOR (Full-Time Hybrid)

With lots of benefits...

- Partial hybrid work schedule option
- Vehicle allowance: \$500/month and cell phone
- Two weeks of paid vacation, between Christmas and New Year's
- Health and Benefits Package
- Bonus incentive to increase membership
- Opportunity for professional development
- Salary \$65,000 - \$70,000

In this leadership role, you will report to the Board of Directors and be responsible for the management and day-to-day operations and events.

Preferred Qualifications include:

- Minimum of 3 – 5 years of management experience in the membership or trade association environment.
- Experience organizing, planning and coordinating large scale events.
- Experience with the coordination and financial management of day-to-day operations
- Bachelor's degree or equivalent education, training and experience.
- Previous experience working with Boards.
- Excellent written and oral communication skills
- A strong understanding of, accounting, financing, strategic planning, and budget preparation.
- Self-directed with strong problem-solving abilities.
- A proven team player with outstanding inter-personal communication skills (verbal and written); able to collaborate and engage internal/external stakeholders.
- Superior time management and organization skills, with the ability to manage multiple priorities simultaneously.
- High degree of proficiency in Microsoft Office Suite and fundraising database tools; research skills
- Creativity and innovation to identify and develop new opportunities and revenue sources.
- Class 5 Driver License.
- Ability to work occasional evenings and weekends to attend meetings and events.
- Travel is required a couple of times per year.
- Criminal Record Check required

Additional information and a detailed job description can be found on our website

<https://www.chbanorthernbc.ca/>

To apply for this position please submit a resume, and cover letter by **November 17, 2024** to:

Diane Bourret, 3 Green Lights email: diane@3greenlights.ca