

## Work Opportunity and Overview

**Title:** Events Coordinator

**Start Date:** as soon as possible

**Part-time to Full-time, Hybrid work model**

[www.chbanorthernbc.ca](http://www.chbanorthernbc.ca)

**Please respond with a resume and a cover letter on or before November 15, 2021 @5pm, via:**

**Email:** [eo@chbanorthernbc.ca](mailto:eo@chbanorthernbc.ca)

**Please indicate "Events Coordinator" in the subject line**

### About the Canadian Home Builders' Northern BC (CHBA-NBC)

Members of the CHBA-NBC are leaders in the residential construction industry working to shape policy and engage with law-makers and related industry groups, test building science to build energy efficient high-performance homes, raise the bar in the home renovation market and work together to share knowledge and experience. The CHBA is a tri-level, membership driven association serving at the regional, provincial and national level and members donate their time across the country to advocate for housing affordability. Collectively, the residential construction industry is one of Canada's largest employers.

The association delivers the annual spring *Northern BC Home & Garden Show*, the fall *Parade of Homes*, the *Housing Awards of Excellence Gala* and various industry education events and outreach. The association is a long-time and dedicated supporter of the Prince George Hospice Palliative Care Society and sponsors the annual Dream Home lottery house. The association owns the Professional Building at 1705 Third Avenue as well as a 4<sup>th</sup> Avenue property located in Prince George.

The association is looking for a creative, highly organized, dependable and capable Events Coordinator. You enjoy working with others, can work independently and motivate others. You love organizing events and working with a team of people to pull it off! A background in sales or promotion is an asset.

## Job Description

### As the Events Coordinator your primary responsibilities include:

- The organization, launch and wrap-up of an industry gala
- Booking & managing vendors, organizing events and programs for the 2022 Northern BC Home & Garden Show
- Assisting with industry education events

- Reports directly to the Executive Officer (EO)
- \$22 per hour, remuneration is bi-weekly
- Hours of work as soon as possible - January 30, 2022: 20 hours per week
- Hours of work February 1, 2022 – May 31, 2022: 37 hours per week \*overtime hours are expected during the two weeks of the home show event in April (set-up, operation/tear down). You have the summer months off
- Mileage is reimbursed at the rate of .52 per km and financial support for your cell phone is provided
- You will demonstrate an above average working knowledge of Microsoft Word, Excel, PowerPoint, Mailchimp and managing databases. You will learn the association cloud-based *Growth Zone* program. Desktop publishing is an asset i.e., Canva.

Canadian Home Builders' Association of Northern BC  
#115, 1705 Third Avenue, Prince George, BC V2L 3G7

**Email:** [eo@chbanorthernbc.ca](mailto:eo@chbanorthernbc.ca) **Phone:** 250 563-3306 **Fax:** 250 563-3815

- Office space is provided in the general office located at #115 – 1705 Third Avenue and there is the opportunity to also work from your home office with an agreed upon schedule.
- You will prepare reports prior to monthly board meetings (template is provided)
- You will be required to understand and sign, showing agreement to, the association *Code of Conduct & Confidentiality* and the *Health & Safety Policy for the Prevention of Communicable Disease*, as well as adhere to all BC Provincial Health Officer edicts and policies. This includes your ability to produce a *Province of BC Health Passport*.

**1. You are responsible for the planning, management and wrap up (reporting and financial reconciliation) in its entirety for the *Milestones Gala* on Saturday March 12, 2022.**

**Duties include:**

- Act as the primary contact at the venue for food/bar service and other services offered by the venue (Courtyard by Marriott) in advance and during the event evening as well as tear-down/event wrap up
- Work with the MC and additional contractors i.e. Blake Productions, to ensure they have what they need
- Work within the confines of the approved budget provided
- Manage a database of contacts for tickets and tables
- Sell tickets/tables and organize comp tickets with the assistance of the EO
- Recruit and manage event volunteers (board members) and paid event help with the assistance of the EO
- Assist with sponsorship (EO will organize)

**Oversee:**

- Décor and award hardware
- Evening program/agenda: Hall of Fame/Golden Hammer Award, Hospice room dedication
- Photographer
- Script, multimedia, signage
- Silent Auction or fundraising component?

***-Other duties as discussed which are relevant to this event***

**2. You are responsible for some important tasks leading up to, during and post the 2022 Northern BC Home & Garden Show:**

- Update the vendor/concessionaire Package, application/invoice and maps with the teamwork of the EO and Central Display
- Book indoor and outdoor vendor and concession spaces: November 2021 to April 22 2022
- Provide a weekly update of sold spaces in an excel spreadsheet and share with the EO. Format required will be provided. This will support reporting to the board as well as to process and track payments
- 2022 is the *Year of the Garden*. Produce possible partnerships for displays and activities as part of the home show by working with current community groups i.e. Farmer's Market, REAPS, DDBGS etc.
- With leads and assistance of the EO, oversee the setup, operation and tear down of the "*Green Homes & Energy*" section of the home show
- Oversee haul in/set up of vendors and tear down with the support of paid and volunteer assistance
- Complete vendor/concessionaire show-time info packages and disperse on set-up dates as they check-in

- Assist with haul in for the event: temporary office, cash control, signage etc.
- Oversee Vendor Hospitality & Guest Services set up and operations during the show, as well as tear down
- Host an on-site Orientation for volunteer groups: Guest Services, Cash Control & Event Help prior to opening day
- Assist with the *pancake breakfast* (EO will organize)
- Assist with the *Crappy Patio Furniture* contest (EO will organize)
- Assist with media events and programs: social, TV, radio, etc. (EO will organize)
  
- Assist with online and on-site partner locations (Central Builders and Rona (EO will organize)
- Assist with sponsorship (EO will organize)
- Assist with signage (EO will organize)
- Assist with location kits (i.e., hospitality, temp office, cash control, set up – EO will organize)
- Assist with the He-shed (EO will organize)
- assist with Door Prize Blvd or theme packages

#### **Events during the Home Show**

- Plan, launch and wrap up a *garden talk luncheon* which includes selling tickets, working with speaker(s), a caterer, décor and all things related to this one-time event during the show. Record sales in an excel spreadsheet. Supply the EO with a signage/print materials list

Signed: \_\_\_\_\_  
Please print Signature

Signed: \_\_\_\_\_  
Please print Signature

Date: