

CONFERENCE COORDINATOR JOB DESCRIPTION



MISSION

October 2017

The Conference Coordinator (CC) reports to the Director of Operations, and is one of several Conference Coordinators on staff at BUKSA. The mission of the CC is to work with project managers in organizing projects and events that are held in centres across Canada and abroad.

Coordination of logistical details, as well as onsite execution, is the primary responsibility of the CC. Some administrative and coordination experience is required. The CC enjoys working in teams, has excellent communication skills and thrives in a fast-paced environment where many projects are being planned simultaneously. This position is based in Edmonton, with travel required.

ACCOUNTABILITIES

Effective and professional communication, both verbal and written, at all times.

Develop and maintain budgets and timelines.

Coordinate Committee meetings and prepare appropriate materials (agendas, supporting documents and minutes). Prepare interim and final reports.

Coordinate program speakers: Research availability and terms of engagement, conduct logistic follow-up (travel, required information and materials). Prepare and submit program accreditation applications.

Prepare and execute promotions strategies: Draft promotional copy, work with designers and printers, liaise with Communications team, regularly review websites for content accuracy.

Liaise with Registration team and provide required information, support registration process development, regularly review registration and housing data.

Coordinate venues: Site selection, contract negotiations, catering, audio visual, on-site oversight, post event feedback.

Prepare and execute sponsorship and exhibitor strategies: Conduct sales follow-up, list development and maintenance, prepare and submit grant applications, logistic follow-up, and relationship development.

Prepare call for abstracts and liaise with Registration team on execution. Regularly review abstract submission information.

Prepare, collate and distribution evaluations.

Execute events on-site, travel to event destination, prepare materials, equipment and schedules.

Effectively manage files / filing system and input data in keeping with Company standards.

Purchase supplies and services in keeping with company financial procedures.

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KEY COMPETENCIES

June 2017

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|----------------------------------|-------------------------------|-----------------------|----------------|
| Communication, Written & Oral | Organization/Planning | Customer focus | Self-awareness |
| Stress Management | Initiative | Personal Presentation | Team Player |
| Adaptability and Flexibility | Judgement/ Decision Making | Accuracy | Integrity |

OTHER REQUIREMENTS

- Undergraduate degree or two-year diploma from accredited institution
- 1 to 2 years' experience in the events or hotel industry considered an asset
- Some travel required; evening and weekend work from time to time
- Driver's license and own vehicle required
- French speaking and writing abilities an asset
- Ability to actively and consistently represent the values and goals of the company

Compensation TBD based on experience

Benefits Healthcare spending account allowance

APPLICATIONS

To apply, please complete the Career History Form on the BUKSA website (www.buksa.com/Careers), and email it along with a cover letter and resume to careers@buksa.com by **Friday, October 13, 2017**.

Applications submitted without the Career History Form will not be considered.

We look forward to hearing from you!

**Please note that only applicants selected for an interview will be contacted.*