

Job Description: Event Coordinator

Organization: BC Lung Foundation

Position: Event Coordinator

Reports To: Event Manager

Location: Vancouver, BC

Employment Type: Full-Time

Overview:

Are you someone who thrives on orchestrating the perfect event? Do you enjoy taking a concept from the drawing board and seeing it come to life in every meticulous detail? The BC Lung Foundation is on the lookout for an Event Coordinator who can turn ideas into well-executed realities. Your role will be pivotal in planning and coordinating the logistics of our key events—from our elegant annual gala to the high-energy Climb the Wall stair climb challenge and the thrilling one-day cycling event - The Ride. This position is all about ensuring every aspect is handled with precision, so the event runs smoothly from start to finish.

If you have a passion for event planning, a talent for juggling multiple tasks, and a keen eye for detail, this could be the perfect opportunity for you!

Key Responsibilities:

Event Planning and Execution:

- Plan, organize, and execute all logistics for major events, including the Wonder gala, Climb the Wall - stair climb challenge, and The Ride for Lung Health - cycling challenge.
- Develop and manage detailed event timelines, ensuring every aspect is covered, from venue selection to day-of schedules.
- Coordinate with vendors, venues, and partners to secure all necessary resources and services.
- Manage event budgets, ensuring cost-effective solutions without compromising on quality.
- Prepare and distribute event materials, such as schedules, floor plans, and vendor instructions.

Logistics Coordination:

- Handle all logistical aspects, including transportation, catering, equipment setup, and breakdown.
- Ensure all permits and legal requirements are obtained and adhered to.
- Work with the marketing team to ensure all promotional materials are in place and align with event timelines.
- Oversee on-site event operations, including setup, execution, and teardown, ensuring everything runs smoothly.

Volunteer and Staff Coordination:

- Recruit, schedule, and manage event volunteers, ensuring they are fully trained and understand their roles.
- Coordinate staff involvement, ensuring everyone knows their responsibilities and schedules.

- Provide on-the-day support to ensure all team members are where they need to be and that any issues are quickly resolved.

Post-Event Review:

- Conduct post-event debriefs to evaluate what went well and what could be improved.
- Collect and analyze feedback from participants, vendors, and team members to refine future event planning.
- Prepare and present post-event reports to the Event Manager.

Qualifications:

- Bachelor's degree in Event Management, Hospitality, or a related field.
- 2-3 years of experience in event planning and logistics coordination.
- Excellent organizational skills with a strong attention to detail.
- Proven ability to manage multiple projects simultaneously and meet tight deadlines.
- Strong communication and interpersonal skills, with the ability to work effectively with a diverse range of people.
- Proficiency in event management software and Microsoft Office Suite.
- Flexibility to work evenings and weekends as required.
- Experience in volunteer coordination is a plus.

Personal Attributes:

- Highly organized and detail-oriented, with a passion for making sure nothing is overlooked.
- Calm under pressure, with the ability to solve problems quickly and efficiently.
- A collaborative team player who can lead by example and motivate others.
- Personable and approachable, with a friendly demeanor that makes working with you a pleasure.
- Balanced and adaptable—able to maintain focus and professionalism while being approachable and relaxed.
- Dedicated to delivering high-quality events that align with the BC Lung Foundation's mission.

How to Apply:

- Ready to make a difference through exceptional event planning? We'd love to hear from you! Please submit your resume and a cover letter outlining your experience and why you're the ideal candidate for this role to shaheen@bclung.ca. The job posting will remain open until the right person is found.
- The BC Lung Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Additional information:

- Salary Range: \$52,000-\$55,000



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- The BC Lung Foundations' four-day work week: 8am-5pm, Monday- Thursday
- We offer a highly competitive benefits package
- You'd work from our office, a 1908 Heritage building at 2675 Oak Street
- For more information about the BC Lung Foundation, visit: www.bclung.ca