

## Position Description Coordinator, Programs and Events (Latin America)

### **POSITION SUMMARY**

The Coordinator, Programs and Events (CPE) is a continuing, full-time position, reporting to the Manager, Initiatives and Programs, and is responsible for coordinating a wide array of professional development events, incoming and outgoing delegations, missions, market support initiatives (Study in BC) and other special activities in support of the mission of BCCIE. The CPE will also work closely with and support the activities of the Communications Team.

The Latin America portfolio accounts for approximately 25% of the position while supporting other general BCCIE events and activities accounts for approximately 75% of the position.

### **RESPONSIBILITIES**

#### Summer Conference Coordination

Working closely with the Manager, Initiatives and Programs, acts as lead for the planning and implementation of the BCCIE Annual Summer Conference. Duties include:

- Manages all onsite logistics during the event and briefing Director responsible for conference.
- Manages catering and coordinates other staff responsible for aspects of the conference (i.e. communications, AV, sponsorship).
- Works with vendors including conference venue, acts as main hotel liaison and coordinates session proposal review.
- Coordinates email accounts for Summer Conference.
- Collects feedback surveys and leads all post-event activities such as event post-mortem, speaker follow up, etc.
- Undertakes additional projects/initiatives as needed.

#### Event Planning and Management

- Oversees event logistics including organization of hotel bookings, venue rentals, facilities, catering, AV and ground transportation for events locally or internationally, if required.
- Working with communications team, oversees coordination of event-related communications including creation of event description, determining target audience and collecting speaker bios.
- Ensures appropriate follow-up of events including collecting participant feedback, data entry and data management, budget reconciliation, and report writing.
- Coordinates RSVP lists for BCCIE professional development and other events, overseeing organization and collection of registrations for events; may involve the

use and monitoring of an online registration system including the creation of an event registration form.

- Attends and represents BCCIE at local events handling all onsite event logistics such as catering, set up of room and registration table and onsite registration of attendees.
- Coordinates email accounts for major BCCIE events including incoming missions and PD events.
- Contacts select international secondary and post-secondary institutions on behalf of BCCIE to schedule events or institution visits for incoming missions.
- Updates activities and tracks progress to timely completion of tasks and details related to carrying out successful overseas or local events in BC.
- Undertakes additional project and event management activities as assigned.

### **Mission Planning and Support**

With direction from the Director, External Relations, supports planning, logistics and execution for BCCIE Latin America missions and other missions/initiatives as required.

Duties include:

- Complete registration for education fairs and other recruitment and marketing events for BCCIE team members; ensures deadlines are noted and invoices for payment are received, payment is requisitioned and finalized.
- Ensure appropriate marketing collateral is organized and itemized for local distribution or shipment to Team BC mission events.
- Organize and arrange transport of display materials and promotional items for Team BC missions.
- Organize and collect BC school registrations for Team BC missions.
- Prepare final itineraries/schedules for missions and assist in collecting and packing supporting materials for the trip, promotional items, maps, gifts, etc.
- Prepare pre-departure briefing materials for stakeholders and BCCIE team members participating in missions or overseas events.
- Collect mission event statistics, feedback from BC team members and prepare final mission report; responsible for ensuring all post-mission follow up is completed and documented.
- Update activities and track progress to timely completion of tasks and details related to carrying out successful Team BC missions overseas or local marketing events in BC.

### **Study in BC**

Working closely with the Manager, Initiatives and Programs and BCCIE Communications team, support the Study in BC initiative. Duties may include:

- Supporting the Comms team by sourcing and/or creating content for the website and social media channels
- Responding to general inquiries about studying in BC from students, parents and agents via the Study in BC account.

- Liaising with international students in BC involved in Study in BC projects (including Study in BC bloggers).
- Supporting the Communications Team to conduct regular reviews of StudyinBC.com to ensure content is still up to date and relevant.
- Referring media requests to the Communications Team.

#### **Other responsibilities**

- Acts as main back-up support for Executive Assistant.
- Coordinates incoming delegations and familiarization tours as appropriate.
- Helps to formulate and implement strategic coordination amongst Latin American Consular Corps, especially with the Pacific Alliance, and visiting delegations.
- Supports BCCIE Mentorship program activities as required.
- Researches and collates information on specific activities in identified regions, as required.
- Supports additional BCCIE projects and programs as required.

#### **SUPERVISION RECEIVED**

Reports to the Manager, Initiatives and Programs and receives detailed instructions on the assignment of new duties. Works independently within established guidelines and procedures as outlined by the Manager. Position is subject to annual performance reviews.

#### **REQUIRED QUALIFICATIONS**

- Excellent command of colloquial and professional Spanish
- Post-secondary degree in addition to a minimum of 2 years of event planning experience. Experience in international marketing or international education is considered an asset. An equivalent combination of education, training and experience will be considered.
- Exceptional planning skills, attention to detail, and ability to work independently in a fast-paced team environment.
- Advanced administrative and organizational skills with a demonstrated ability for accuracy and efficiency in multi-tasking and prioritizing work with minimal supervision to meet various concurrent deadlines, and to adapt to changing priorities and circumstances.
- Excellent command of English and exceptional written skills including ability to write content for a variety of cultural audiences.
- Excellent interpersonal, diplomacy, problem-solving, conflict management, research and cross-cultural communication skills.
- Knowledge and superior competence in using Microsoft Office applications (MS Word, Excel, PowerPoint, Access, Outlook) in a networked computer environment and web-based applications to produce reports, spreadsheets, and presentations.
- Understanding and working knowledge of Marketing and Communications as it relates to website production and promotional campaigns.
- **Must be legally entitled to work in Canada**

### DESIRED QUALIFICATIONS

- Experience working in Latin America and/or familiarity with Latin America culture
- Experience using databases and inputting and sorting information
- Experience in cross-cultural communications either through post-secondary study, travel or direct work experience abroad, preferably in Latin America
- Demonstrated familiarity with social media channels
- Experience with Google Analytics and Hootsuite social media and website monitoring tools or other equivalent tools would be considered an asset

Deadline for applications is **11:59pm PDT on September 30, 2018**. Please send your application to [bccie@bccie.bc.ca](mailto:bccie@bccie.bc.ca) and include a cover letter and CV by this date.

**PLEASE NOTE:** Applications must be on time, complete and through the specified application process above to be considered.