

## **JOB DESCRIPTION**

**Title: Coordinator, Events and Special Initiatives (1-year temporary contract)**

**Location: Vancouver, BC**

### **ABOUT THE BC COUNCIL FOR INTERNATIONAL EDUCATION (BCCIE)**

BCCIE occupies an essential leadership and protocol position in the international education sector. On behalf of the Province, it conceives, plans, coordinates, implements, and evaluates a wide range of activities, including senior executive and governmental activities; professional development opportunities; protocol functions; and both outgoing and incoming missions and delegations. Our stakeholders include, but are not limited to, senior leadership from across BC's diverse education sector, colleagues from provincial and federal ministries and elected officials.

BCCIE embraces diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We understand that an open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized, on any grounds enumerated under the BC Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

### **POSITION SUMMARY**

The Coordinator, Events and Special Initiatives (CESI) reports to the Associate Director, Stakeholder Engagement and is responsible for managing a wide array of events, projects, and programs in support of the mandate of BCCIE. The CESI will also work closely with the other members of the BCCIE team, including Communications.

### **RESPONSIBILITIES**

The CESI is responsible for the management and implementation of a broad range of activities locally, nationally, and internationally for BCCIE and educational institutions, including the following:

- Coordinating BCCIE professional development offerings and events;
- Supporting BCCIE's annual conference; and,
- Supporting special projects and contracts in alignment with BCCIE's mandate.

With self-guided initiative and direction from the Associate Director, Stakeholder Engagement, the CESI undertakes the following:

#### **Event Planning and Management**

- Oversees the organization and collection of registrations for events that are in-person or online, which may involve the use of an online registration system to create event registration forms and/or the setup of a virtual or hybrid meeting/event platforms.

- Oversees event planning and logistics, including organization of hotel bookings, venue rentals, facilities, catering, AV, vendors, and ground transportation for in-person events including BCCIE's annual conference.
- Attends and represents BCCIE at events and handles all onsite event logistics, such as catering, room set-up, and onsite registration of attendees.
- Coordinates communications and logistics for VIPs and speakers for events, including email communications, travel, reimbursements, gifts and thank you letters.
- Manages email accounts for major BCCIE events and programs.
- Works with Communications to oversee coordination of event-related communications, including creation of event description and collection of speaker bios.
- Coordinates conference programming including special programming during and post conference.
- Ensures appropriate follow-up after events, including collecting participant feedback, event debriefing, speaker follow-up, data entry, and budget reconciliation.
- Supports the Market Support and Partnership team with the development of events (hybrid and in-person) and webinars. Acts as backup and support for these events.
- Assists with planning for event budgets and reports out to finance.
- Maintains and creates new workflow templates as objectives evolve.
- Other event related tasks and initiatives as needed.

### **Special Initiatives**

- Supports Associate Director with the running of the BCCIE Mentorship Program. Duties include, but are not limited to, sourcing mentorship resources, speakers, and PD opportunities for participants; monitoring the mentorship email and yearly applications as they are submitted; working with Communications to update program applications and forms; and organizing the online presence of the Mentorship Program.
- Provides coordination and support for the Ministry of Education and Child Care International Education scholarships and awards, including, but not limited, to data entry, administration, adjudication, processing of payments, drafting reports, and working with Communications to create and update content for the promotion of awards and scholarships.
- Curates and develops the BCCIE monthly activity calendar for distribution to government partners and the board of directors.
- Expands on BCCIE's sector professional development opportunities by researching best practices in the field, summarizing these findings in a clear format, and providing recommendations to the team.
- Coordinates select program and project activities in coordination with government and other stakeholders.
- Primary backup for Executive Assistant.
- Supports the development of reports on key activities, as required.

### **SUPERVISION RECEIVED**

Reports to the Associate Director, Stakeholder Engagement and receives detailed instructions on the assignment of new duties. Works independently within established guidelines and procedures as outlined by the Associate Director. Works closely and cooperatively with other members of the BCCIE team. Exercises initiative, diplomacy, tact, resourcefulness, and sound judgement when representing BCCIE to students, stakeholders, institutions, government officials, community and business organizations, and internal/external partners. Adheres to BCCIE's Respectful Workplace policy.

### **REQUIRED QUALIFICATIONS**

- Post-secondary degree, in addition to 1 - 2 years of event or project management planning experience. An equivalent combination of education, training, and experience will be considered.
- Strong planning skills, attention to detail, and ability to work independently in a fast-paced team environment.
- Solid 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.
- Ability to adapt to changing priorities and circumstances and to be able to switch efficiently between different projects throughout the work day.
- Strong command of spoken and written English.
- Knowledge and competence in using Microsoft Office applications (MS Word, Excel, PowerPoint, Access, Outlook) to produce reports, spreadsheets, and presentations.
- Experience using online platforms such as Zoom and Microsoft Teams.
- **Must be legally entitled to work in Canada.**

### **DESIRED QUALIFICATIONS**

- Fluency in an additional language is an asset.
- Experience in international education through study, work or travel abroad.
- Experience with interpersonal, diplomacy, problem-solving, conflict management, and cross-cultural communication.
- Familiarity with the Calls to Action of the Truth and Reconciliation Commission and the Declaration on the Rights of Indigenous Peoples Act.
- Experience with online event platforms such as Pheedloop, Swoogo, and Cvent.

**Compensation:** \$43,275.54-\$54,820.16 per year. In addition, the successful candidate will receive 15% in lieu of benefits after completion of their probation period. BCCIE also provides flexible work options and 20 paid vacation days for all employees.

All qualified candidates are encouraged to apply. However, Canadians and permanent residents will be given priority.

Please email your application directly to [career@bccie.bc.ca](mailto:career@bccie.bc.ca) and include a cover letter and resume. The position is open until filled. To be considered, your application must be in by **1pm PDT Tuesday, August 23, 2022.**

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

