

JOB DESCRIPTION

Title: Manager, Events & Stakeholder Engagement (1 Year Contract)

Location: Vancouver, BC (Hybrid)

ABOUT THE BC COUNCIL FOR INTERNATIONAL EDUCATION (BCCIE)

BCCIE occupies an essential leadership and protocol position in the International Education (IE) 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, Métis, Inuit, or Indigenous person.

POSITION SUMMARY

The Manager, Events & Stakeholder Engagement reports to the Director, External Relations with considerable liaison with the Executive Director and the Director, Operations and Communications. This position requires experience, initiative, commitment, excellent judgement, tact, and diplomacy as well as a high level of quality and accuracy of work to oversee activities from conception to completion.

RESPONSIBILITIES

This position is responsible for supporting the oversight, management, and implementation of a broad range of activities provincially, nationally, and internationally including the following:

- Professional development and sector capacity building events
- Programs and services focussed on Interculturalization, Indigenization and Reconciliation, and mentorship
- Event report writing for submission to BCCIE and designated government ministries
- Budget planning and tracking for events

With direction from the Director, External Relations, the Manager, Events & Stakeholder Engagement undertakes the following:

Strategic Initiatives

- Supports strategic projects and provides project management and guidance for the design and delivery of building BCCIE strategies for Indigenization, Reconciliation and Interculturalization, and provides capacity building support to the sector, particularly in regions outside the Lower Mainland
- Manages the BCCIE International Education Mentorship Program (IEMP) including the implementation of the program activities, evaluation of the program, management of annual budgets, and development of a broad range of communications, activities, and events
- 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 the Communications team to create and update content for the promotion of awards and scholarships
- Supports the analysis of the BCCIE annual survey and creates other strategic surveys as required, using data collected to inform BCCIE programs and events
- Leads student support initiatives including Working Group activities
- Supports other projects and initiatives in coordination with government and other stakeholders, as required

Conference and Other Event Management

- Acts as lead for the planning and implementation of BCCIE's capacity building and annual conference which includes a range of activities and responsibilities such as managing logistics, working with vendors and venues, managing the annual budget, reviewing session proposals, coordinating BCCIE email accounts, overseeing catering, and coordinating other staff responsible for aspects of the conference and other events when applicable (e.g. communications, AV, sponsorship)
- Manages all onsite logistics during events and briefs the Director responsible for the events
- Leads all post-event activities such as post-mortem, speaker and attendee follow-up, feedback survey collation and review, etc.
- With guidance from the Directors, creates annual calendar of capacity building events, including sourcing speakers from the International Education community, with input from the senior management team
- Provides input and makes recommendations when preparing annual budgets
- Oversees event-related communications with select domestic and international stakeholders as required

Event Platform Support and Management

- Responsible for keeping up with industry standards for in-person, hybrid, and virtual events and proposing event technology upgrades and changes according to BCCIE's needs as they evolve over time
- Works closely with the Market Support and Partnership team with the development and setup of virtual platforms for B2B partnership events, webinars, hybrid and in-person events

Institutional and District Relations

- Responsible for establishing and maintaining a network of contacts within the broad community of education stakeholders in BC and internationally

SUPERVISION RECEIVED

Reports to the Director, External Relations

- Work is performed under general direction with minimal day-to-day guidance
- Position is subject to annual performance reviews

UNUSUAL WORKING CONDITIONS

A high level of initiative and self-directed action is required to maintain the profile and integrity of the organization as the representative of and portal to international services and activities of the International Education sector in British Columbia.

The incumbent will occasionally be the sole representative of the Province, the BC education system, and/or BCCIE, and as such must pay particular attention to personal appearance and manner. The ability to work under pressure of deadlines, to demonstrate flexibility in scheduling tasks, and to make fast and appropriate decisions is essential. The incumbent will be required to exercise good management and personal skills as well as nuanced diplomatic skills in coordinating activities and in liaising with staff, membership and senior institutional personnel, government and international guests or clients.

The position requires special appreciation for nuanced political and diplomatic protocol, sensitivity to cultural differences and the experience and presence to represent the sector and organization at senior levels in British Columbia, in Canada and abroad. Further, it demands the ability to work effectively in an environment where powers of persuasion and the ability to nurture a sense of common purpose and cooperation are key to achieving success.

REQUIRED QUALIFICATIONS

- Established professional credibility as evidenced by an Honour's, Bachelor's or Master's degree in a relevant field, and/or a combination of formal and informal education

- A minimum of three to five years of experience in mid-level leadership positions, ideally in a major district or institution, government, crown corporation or non-profit environment
- Awareness of and experience in the field of International Education, preferably in British Columbia
- Excellent command of English
- An exceptionally high ability for multi-tasking, working independently, identifying and prioritizing tasks, delegating responsibilities, and working in a fast-paced team environment
- Excellent interpersonal, communication (written and oral, including public speaking), problem solving, conflict resolution, organizational and analytical reasoning skills
- Excellent team-building, leadership, and supervisory skills
- **Must be legally entitled to work in Canada**

DESIRED QUALIFICATIONS

- Experience working with agents, consultants, and third-party providers
- Experience working with recognized professional organizations serving the applicant's area of expertise or serving International Education professionals (such as APAIE, NAFSA, CAPSI, CBIE, Languages Canada, CHEC, EAIE, IPSEA, etc.)
- Familiarity with the Calls to Action of the Truth and Reconciliation Commission and the Declaration on the Rights of Indigenous Peoples Act
- Fluency in an additional language is an asset

Compensation: \$63,682.64 - \$83,091.39 per year. Expected salary will commensurate with experience. In addition, the successful candidate will receive a benefits package upon completion of their probation period and 20 paid vacation days. This is a hybrid position requiring the employee to work in the office three days per week with the flexibility to work from home for the remaining two days.

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 and include a cover letter and resume. The position is open until filled with the second review of applications on November 13, 2024. To be considered, your application must be received by **5pm PT on Tuesday, November 12, 2024.**

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