

JOB DESCRIPTION

Title: Coordinator, Events & Special Initiatives

Location: Vancouver, BC

Reports to: Senior Manager, Events & Stakeholder Engagement

Dotted Line: Director, External Relations (China file)

POSITION SUMMARY

The Coordinator, Events & Special Initiatives is responsible for the operational coordination and implementation of BCCIE's events, market support and partnership development activities, and other special programs and projects.

Reporting to the Senior Manager, this position provides day-to-day execution of logistics, administration, and coordination for events, missions, and programs, including a lead role for China-focused engagement activities.

The role requires strong organizational capability, cultural fluency, and the ability to manage multiple concurrent priorities in a fast-paced environment.

RESPONSIBILITIES

Event Execution & Program Coordination

- Executes day-to-day event logistics including registration systems, venue coordination, catering, AV, and onsite management.
- Serves as primary onsite contact for attendees, speakers, and vendors for events including the annual conference and symposia.
- Supports speaker coordination including communications, travel arrangements, reimbursements, and logistics.
- Supports program development logistics and volunteer coordination as required.
- Ensures post-event processes including feedback collection, data entry, debriefing, and budget reconciliation.

China Relations Lead

- Provides native-like Mandarin fluency to support targeted engagement with Chinese partners, including the Chinese Consulate in Vancouver, Studies in China Alumni Association, CSCSE, CEAI, CANGE, and other stakeholders.
- Liaises directly with the Director, External Relations to support strategic international partnerships primarily within China and, where required, other markets within the region.
- Supports relationship management, communications, and coordination of China-focused initiatives.

Market Support

- Supports the setup and implementation of virtual B2B meetings, webinars, student facing events, and other online market support events and partnership development activities.
- Supports BCCIE participation in signature international events, including registration, logistics, and coordination support.
- Supports planning and logistics for outbound Team BC missions, including air and ground transportation, accommodation, scheduling, and collateral shipping.
- Supports planning and logistics for inbound delegations, including coordination with hotels, venues, institutions, and partner organizations.
- Assists in drafting mission reports and maintaining stakeholder contact databases and networks.

Mentorship Program

- Supports the Senior Manager in managing day-to-day operations of the BCCIE Mentorship Program.
- Coordinates mentor/mentee communications, scheduling, resources, and program logistics.
- Works towards full operational management of the program after one full cycle of supported implementation.

University Mobility in the Asia Pacific (UMAP)

- Under the direction of the Senior Manager, supports daily program operations and management, such as application processing, communications, and coordination with the International Secretariat.
- Serves as the main point of contact for UMAP Canada members and prospective applicants.
- Promotes UMAP opportunities and supports recruitment and membership growth.

Working Group Coordination & Support

- Supports the coordination and implementation of working groups, as required, such as the International Student Support Working Group (ISSWG) and its activities under direction of the Senior Manager.
- Provides administrative and logistical support for meetings, documentation, and communications.

SUPERVISION RECEIVED

- Reports to the Senior Manager, Events & Stakeholder Engagement.
- Dotted line reporting to the DER for the China Relations file.
- Works under general direction within established procedures and priorities.
- Subject to annual performance review.

REQUIRED QUALIFICATIONS

- Post-secondary degree, in addition to 2-4 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.
- Native fluency in Mandarin Chinese is required.
- 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

- 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: \$52,474.50 - \$66,473.12 per year. In addition, the successful candidate will receive a generous benefits package upon 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 and include a cover letter and resume. The position is open until filled with the first review of applications on July 13, 2026. To be considered for this first review, your application must be in by **4pm PST Sunday, July 12 2026.**

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