Capilano Accounting Association Events Coordinator

Job Description

Job Summary

The Events Coordinator assists in the execution of CAA events by managing the communication of event dates, times, and locations, and composes follow-up reports for every event.

Essential Functions

Attends all CAA Meetings

Assists the Director of Internal Relations during planning and implementing Classroom Visits
   o   Scheduling and coverage

Procurement of venues and suppliers; will also manage bookings

Maintains and updates guestlists through Eventbrite or other platforms.

Leads in the set-up and clean-up of all events

Reports to the Director of Events

Composes evaluation and follow-up report of all events
   o   Positive outcomes
   o   Suggestions for the future
   o   Also writes a summary of the events to post on the CAA website.

Co-ordinates with the Director of Finance to ensure budget compliance

Keep all parties informed regarding event details (dates, locations, timing, ect..)

Communicates with the Director of Internal Relations and the Director of Social Media for maximum exposure when promoting events and selling tickets

Creates event summary to send to participating firms

Working Conditions

The Events Coordinator spends a vast amount of time on the computer (i.e. scheduling events, sending emails), in meetings planning events, and also at events 4 - 6 hours per week. The term of employment is from October 2024 to April 2025. **Please note this position is voluntary.**

Qualifications and Skills Required

Effective and professional communication skills

Independent and proactive worker

Project management and team management

Preliminary budgeting knowledge

Knowledge of Eventbrite

Ability to work well in a team

Proficient in Microsoft Office (Word, Excel, and PowerPoint)

Proficient in Gmail, Google Docs.