

40th Anniversary Event Coordinator

Primary Purpose: The incumbent will provide services related to the planning, implementation, and evaluation of ASPAs 40th Anniversary Event(s) throughout January 2018 – November 2018.

Nature of Work:

The event coordinator will liaise with and be accountable to the ASPA 40th anniversary Committee (the Committee).

The coordinator position is a fee-for-service contract position in which the coordinator:

- determines his/her own work schedule, subject to the needs and timing of planning and organizing events within the framework of the 40th anniversary events plan.
- invoices ASPA for work completed within the framework, on a fee-for-service basis, at a rate of \$40 per hour, not exceeding 120 hours. The coordinator is responsible for his/her own statutory deductions for payments received under the fee-for-service agreement.
- provides his/her own equipment and tools needed to complete the activities, and uses his/her own premises as office space, as required.

Duties:

The events coordinator duties include the following, with additional or substitute duties as negotiated with and agreed to by the Committee.

- in consultation with the Committee, produce detailed proposals for events (for example, timelines, venues, suppliers, legal obligations, volunteer needs and budgets);
- promote and publicize events;
- manage and coordinate event suppliers and all event logistics (for example, venue, catering, travel);
- liaise with organizations and entities to solicit donations, monetary or in-kind, where events require prizes or require event promotional items;
- recruit volunteer members to assist in event implementation, where necessary;
- provide lead implementation management on the day of the event to ensure that all runs smoothly and to budget;
- provide feedback and periodic reports to the Committee;
- in November 2018, produce a final 40th anniversary events evaluation to inform future events;

Requirements

- Experience as an events planner or organizer
- Excellent time management and communication skills
- Sales skills and ability to build productive relationships
- Ability to manage multiple projects independently
- MS Office proficiency

