



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

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Event Planner

Marpole Neighbourhood House
(Internal/External Posting)

The Association of Neighbourhood Houses of BC (ANHBC) has an exciting opportunity to create a new neighbourhood house in Marpole. South Vancouver Neighbourhood House (SVNH) is leading the development of Marpole Neighbourhood House (MNH), which is expected to open in Spring 2019 and will be located at Hudson and West 70th, in the heart of walkable Marpole. We are currently seeking an experienced, successful, enthusiastic Event Planner to produce and deliver two events from conception through to completion.

Accountability:

The Event Planner will work closely with the Marpole Project Lead, and report to the SVNH/MNH Executive Director.

The primary functions of this position are to ensure the successful design and execution of two events related to the opening of the new Marpole Neighbourhood House (MNH):

- Fundraising Gala on April 11, 2019
- Grand Opening in May 2019 (date TBD between May 5-11)

Key Duties and Responsibilities:

The ideal candidate will ensure that all event-related tasks are delivered in a professional manner in accordance with organizational goals. This role requires the ability to work independently and to be responsible for the tasks designed in the events work plan. This will include:

- Event planning, design and production within time limits;
- Contribute to the final development of the work plan for both events;
- Conduct market research, gather information, research vendors, and negotiate contracts if/when required;
- Liaise with and secure event sponsors, identifying their needs and ensuring satisfaction;
- Support with guest list development;
- Send 'save the date', reminders and invitations to guests;
- Guarantee that all event logistics are in place, which include but are not limited to: catering (food and drinks), entertainment, audio visual, volunteers (recruiting, confirming and training if necessary), guest information, promotion, media, required on-site event support, event data entry and other event production elements;
- Guarantee compliance with insurance, legal, health and safety obligations at all times;
- Support and report on budget development and needs;
- Coordinate with team regarding relevant grant proposal requirements;
- Update event reports on a bi-weekly/daily basis, as progress and commitments are made;
- Any other relevant task and responsibility arising from the work plan.

Qualifications:

- Proven successful experience as an event planner or organizer;
- Familiarity with all stages of planning, design, and production of events;
- Ability to successfully managing all elements within time limits and on budget;
- Outstanding time management and communication skills;
- Solid marketing, promotional and sales skills and techniques, with proven ability to build fruitful relationships;
- Demonstrated proficiency with financial management, including ability to manage multiple budgets;

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- Management and oversight skills to manage facilities and all event details;
- Ability to multi-task;
- Positive attitude and ability to stay calm under pressure;
- Proactive approach to handling any challenges that might arise and ability to quickly troubleshoot any problem on the event day;
- Proficient in Microsoft Office and familiar with all relevant technologies and social media;
- Strong English writing skills and ability to create compelling marketing materials;
- Strong market research skills; identifying event opportunities and generating interest
- Proven track record with securing event sponsorships a definite asset.
- Excellent interpersonal and communication skills including written and verbal;
- Ability to work independently and as a team member;
- Ability to respect and work with a diverse range of employees, clients and community members including children, and families of all races, religions, cultures, sexual orientations, abilities and economic levels.

This is a contract position from January 2019 – May 2019; price to be negotiated. Please provide a detailed pricing proposal with your application.

For more information about South Vancouver Neighbourhood House, please visit www.southvan.org.

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. All qualified individuals are encouraged to apply by email with subject line "Marpole Event Planner" by noon on Friday January 4th, 2019, in confidence, to:

Zahra Esmail, Executive Director, SVNH/MNH
6470 Victoria Drive, Vancouver, BC V5P 3X7
Email: recruitment@southvan.org

To help us track our recruitment effort, please indicate in your cover letter where you found this posting.
We thank and acknowledge all applicants and will proactively contact those selected for interviews.

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