

**Sea to Sky Meeting Management Inc.** specializes in the creative planning and quality management of conferences and special events throughout British Columbia, across Canada, and internationally. As professionals, we are pleased to take on all or part of the client's project to make their meeting or event a success.

Sea to Sky understands the meetings and event business. We are innovative, we can work fast, and we have the know-how and resources to manage first class events. We have extensive experience working with corporations, governments, associations, and committees. And we only promise what we can deliver: many years experience in major conferences and special events, excellent contacts, credentials and reputation, financial expertise and responsibility, and the ability to deliver an outstanding event every time.

**The Sea to Sky Team:** Sarah Lewis, President, has a dynamic team of creative individuals to assist with conference and event management. As a young company that is experiencing growth in many different areas, each member of the team specializes in an area of conference and event management, and also is involved in all aspects of the project and company.

### **The Position: Project Coordinator**

The Project Coordinator will coordinate and assist with Sea to Sky's registration projects, conferences and events. The following knowledge, skills, and attitudes are essential or desirable attributes of a Sea to Sky Project Coordinator:

#### **Knowledge**

Sea to Sky is looking for a Project Coordinator who has a minimum of three years experience in a Project Coordinator role, is knowledgeable about the conference and events industry, experienced in registration, housing and logistics, speaks a second language namely German and Spanish, and is very comfortable with all types of office technologies.

#### **Skills**

The Project Coordinator needs to have excellent skills in the following: communication, managing people, project coordination, problem solving, marketing, and technology. Above average computer skills are essential for the position and a comprehensive evaluation of these skills will be given to all potential candidates.

#### **Attitudes**

Sea to Sky's team is made up of people who are very action oriented, adaptable, open minded and persistent. They have a desire to help, are diplomatic, and non-judgmental. They are committed to the job and to the company.

#### **Hours and Remuneration**

Flexible and long hours are occasionally required, leading up to an event. Travel may be involved if the conference or event is hosted outside of Vancouver. Remuneration will be commensurate with experience. Benefits package offered.

#### **To apply**

If you have the above knowledge, skills and attitudes listed above, please submit your resume to Sarah Lewis at [sarah@seatoskymeetings.com](mailto:sarah@seatoskymeetings.com). For more information on Sea to Sky Meeting Management, please visit our website at [www.seatoskymeetings.com](http://www.seatoskymeetings.com). ***We thank in advance all those who apply. Only those applicants selected for an interview will be contacted.***

