



## **POSITION SUMMARY: PROJECT COORDINATOR**

### **ABOUT SEA TO SKY MEETING AND ASSOCIATION MANAGEMENT INC:**

Sea to Sky Meeting and Association Management Inc. (Sea to Sky) is an award winning company founded in 2001. Our core business is providing conference, event and association management services to associations and organizations around the world. Our clients include individuals, provincial, national and international associations, provincial and federal governments and corporations.

We provide our clients with “one-stop” shopping options for conference, association management, tradeshow, special event production, tours and registration services. Our association management services includes helping board members and executive directors develop and implement strategic plans, providing membership administration, retention and recruitment services, managing finances, raising funds, managing projects and programs, and streamlining processes and systems to make the Society more efficient and effective. Our conference and event experience varies from international conferences of up to 4,000 attendees, to a public festival of 8,000 visitors, and provincial and national annual conferences of 300 to 1,500 attendees.

### **THE POSITION:**

Reporting to the Project Manager and Project Director, the Project Coordinator will coordinate and assist Sea to Sky’s Project Managers and Directors with the management of associations, and also with conferences and events and administration duties.

He or she will work as a team player with Sea to Sky’s clients, colleagues and suppliers, be open to learning and contributing new ideas, deliver outstanding services keeping with the vision, values and strategic direction of Sea to Sky and our clients.

### **QUALIFICATIONS AND DESIRABLE ATTRIBUTES:**

- Must have a college or university degree (or industry equivalent) with at least 3 years of relevant experience working at the coordinator level with above average computer skills.
- A team player who delivers the highest possible standards in terms of work quality and customer service
- A detail oriented effective communicator who provides accurate and timely responsiveness to enquires, requests and deadlines.
- A second language (French preferred) is an advantage.

### **HOURS AND REMUNERATION:**

Flexible and long hours are occasionally required, leading up to an event and/or meeting. Travel may be involved if the meetings take place outside of Vancouver. Remuneration will be commensurate with experience. Benefits package provided.

### **TO APPLY:**

Please submit your resume to Sarah Lewis at [sarah@seatoskymeetings.com](mailto:sarah@seatoskymeetings.com). We thank in advance all those who apply. Only those applicants selected for an interview will be contacted.