



Sea to Sky Meeting Management

Managing Conferences, Events and Associations in Canada and around the World

POSITION SUMMARY: ASSOCIATION MANAGEMENT COORDINATOR

Sea to Sky Meeting 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 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. Our association management experience includes helping board members and executive directors develop and implement strategic plans, providing membership administration, retention and recruitment services, managing finances, raising funds and streamlining their processes and systems making the Society more efficient and effective.

The Sea to Sky Team is led by owners Sarah Lewis, Founder and President, and Ian Holliday, Project Director, who take overall responsibility for each project. Sea to Sky’s dynamic team of creative individuals work together and are involved in all aspects of the projects and company delivering outstanding services. Each client is assigned a project manager who is supported as required by project coordinators and assistants.

The Position: Reporting to the Project Manager and Director, the Association Management Coordinator will coordinate and assist Sea to Sky’s Project Managers and Directors with the management of associations, conferences and events and will assist the President and Director with 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: The Association Management Coordinator has 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. He or she is an effective communicator, has attention to detail, provides accurate and timely responsiveness to enquiries, requests and deadlines, is a team player; and delivers the highest possible standards in terms of work quality and customer service. Must be willing to travel and work overtime when required. 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. We thank in advance all those who apply. Only those applicants selected for an interview will be contacted.

North American Office

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