



JOB POSTING

Event Manager

THE OPPORTUNITY

Sport BC has an exciting new opportunity for an Event Manager for the 48th Annual Athlete of the Year Awards. Reporting to the CEO and President, and working in communication and collaboration with the Organizing Committee, the successful applicant will direct the execution of all the logistics related to event to be held March 5, 2014 in Vancouver.

The Athlete of the Year Awards event was founded by Sport BC and is the longest standing sport recognition event in Canada. Nominations of BC's best and most deserving are solicited from member sport organizations across the province. A Selection Committee, comprised of sport media and sport sector representatives, review the nominations to select award winners in 18 categories. In addition, up to 50 extraordinary sport volunteers from communities throughout the province are recognized through the President's Awards.

REQUIRED SKILLS AND EXPERIENCE

The successful candidate will possess at least a post secondary diploma in event planning, fundraising or a relevant discipline with a minimum of two years event planning and/or fundraising experience within a fast-paced environment. The ideal candidate will:

- Have strong interpersonal and relationship management skills;
- Be detail-oriented with excellent time management skills;
- Be results-oriented, self-motivated, enthusiastic and resourceful;
- Be a team player with creative problem solving skills and the ability to exercise good judgment;
- Be a strategic thinker with the desire to test, evaluate and implement new ideas and processes;
- Be computer literate with writing, editing and speaking skills; and
- Have experience working within a budget and securing and stewarding event sponsors, partners, in-kind donors and day-of-the-event volunteers.

TERMS OF EMPLOYMENT

The contract position of Event Manager with Sport BC will start on November 1, 2013 and end on March 31, 2014. Remuneration will be based on experience.

APPLICATION PROCESS AND DEADLINE

If you are interested in and qualified for this exciting opportunity, please submit a resume and covering letter by 4:00 pm on Thursday, October 24, 2013 to info@sportbc.com

We thank all applicants; however, only those selected for an interview will be contacted. You are encouraged to visit our website: www.sportbc.com