



We're Looking for You!

Conference Logistics Coordinator

The Conference Logistics Coordinator will assist in planning and organizing the details of the Beyond 2018 Conference.

You: You are passionate about organization and logistics – your life is all about being punctual, to-do lists and colour-coding project plans! You are the mastermind behind the scenes and the go-to person that everyone can count on!

Role:

- Help the Logistics Lead manage the conference project plan and timeline
- Manage and track ticket sales, promotions and marketing efforts on Eventbrite
- Recruit, train and lead volunteers for the day-of the conference
- Manage and coordinate administrative duties for conference preparation including but not limited to: nametags, delegate swag bags, seating arrangements, etc.
- Contribute toward overall conference planning strategy and execution
- Coordinate and work closely with YWiB Vancouver team as needed
- Attend bi-weekly all team YWiB meetings, Conference team meetings and YWiB Vancouver Chapter events as required

Skills/Characteristics that We're looking for:

- Prior experience with behind-the-scenes event coordination and logistics management
- Ability to break down the 'big picture' into a step-by-step plan
- Excellent organizational skills; planning, setting goals and meeting deadlines is what you're known for.
- Detail oriented and a flexible "can-do" attitude
- Ability to work independently and as part of the team

Benefit you'll gain:

- Access to a network of business leaders as a YWiB Executive
- Opportunity to develop your ability to communicate with purpose
- Learn to achieve measurable results
- Be the face of YWiB in the business community

This volunteer position requires a commitment until the end of 2018. The successful candidate must attend team meetings, support the successful execution of events and programs, manage and work with their team to execute the conference and complete independent work. Time commitment will vary between 5-15 hours a week depending on proximity to the Conference. Please submit a resume to jessie.tsai@ywib.ca with the subject line "Logistics Coordinator – Your Name"