



NSBA Events Coordinator Job Description – Summary

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Overview and Job Description

The Events Coordinator is responsible for planning and coordinating a collection of events to achieve fundraising targets for the NSBA. The Events Coordinator develops positive relationships with Association members, the local community, and other internal staff to plan and execute events in accordance with all regulatory requirements of the strategic planning of the Association, procedures and practices. The Events Coordinator will utilize their creative and technical expertise for the NSBA's social media platform. The Events Coordinator works in partnership with the NSBA staff to ensure the event schedule meets goals, deliverables and timelines. The Events Coordinator will provide administrative support to NSBA staff as required.

The Events Coordinator must at all times:

- Be an outgoing, positive team member
- Be respectful of others
- Be hard-working and diligent
- Pay attention to details
- Be well organized
- Work collaboratively with volunteer committees as required

Event Planning:

- Coordinates the development of the Association's annual (Special) and regular events, and assists in building the NSBA membership base through positive membership relations and experiences.
- Works with volunteer committees as required
- Attends event planning meetings as required
- Creates and maintains updated copies of all event agreements
- Assists in securing sponsorships for various events
- Maintains a detailed checklist on events and ensures timelines are adhered to along the way
- Coordinates and executes events
- Works with Office Administrator and follows procedures to maintain timely and accurate event information on the registration database and completes other documentation or reports as required
- Attends all events – oversee and help with setup/take down and registration.
- Manages all aspects of social media to build awareness of various events, and activities of the organization overall.

Specific duties are:

- Plan/coordinate/organize Luncheons, Club Connect breakfasts and Seminars, and liaise with Regular Programming committee and NSBA staff to ensure all details are looked after
- Plan/coordinate/organize Special Events (BBA, Golf Classic, Cookout, P&E, Lessons I've Learned) and liaise with respective committees and NSBA staff to ensure all details are looked after
- Website and social media updating
- Administrative support for Executive Director and NSBA colleagues as required



SASKATOON'S BUSINESS ASSOCIATION