



Position Title: Permanent Part Time Events Coordinator

Closing Date: Will remain open until a suitable candidate is found

Position Start: Immediately

Founded in 1993, The Northeastern Alberta Aboriginal Business Association (NAABA) is a non-profit organization that has been serving the Aboriginal Business community for over 23 years. NAABA is currently seeking an energetic, self-motivated Events Coordinator to plan and execute our annual Fundraising Events as well as all other association events as scheduled. The Events Coordinator will be responsible for the design and execution of event plans, all communications surrounding the events and work with the NAABA team to recruit sponsorship for each event. This flexible position requires maintaining strong customer relationships, participating and leading event meetings, as well as working as a collaborative team member alongside other NAABA staff, Membership and Board of Directors.

Jobs and Responsibilities

- Promote conference, convention and trade show services by performing tasks such as meeting with professional and trade associations, and producing promotional printed matter.
- Plan Event and General meetings, Tools for Success workshops, AGM, conferences such as Aboriginal Women in Business Banquet, Showcases, etc. (Preparation, registrations, summary notes, Email appointments and surveys all actions required for said events and topics involved),
- Consult with customers in order to determine objectives and requirements for events, such as: meetings, conferences, and conventions.
- Submit invoice requests to Office Manager, review event bills for accuracy, and approve payment.
- Plan and develop programs, agendas, budgets, and services according to customer requirements. Such as Golf Tournament meetings and Open houses.
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Arrange the availability of audio-visual equipment, transportation, displays, and other event needs and oversee the inspection event facilities in order to ensure that they conform to customer requirements.
- Conduct post-event evaluations in order to determine how future events could be improved.
- Negotiate contracts with such service providers and suppliers as hotels, convention centres, and speakers.

- Dissemination of promotional materials, and responses to inquiries and oversee the Membership Directory booklet and the Human Resource Policy as well as oversee the Resource centre (Update, collect and maintain information)
- Read trade and cultural publications, attend seminars, and consult with other meeting professionals in order to keep abreast of meeting management standards and trends, such as: The Regional Aboriginal Recognition Awards, National Aboriginal Days
- Design and implement efforts to publicize events and promote sponsorships.
- Hire, train, and supervise volunteers and support staff required for events.

Education Requirements

- Minimum High School Education
- Post-secondary education preferred

Qualifications and Experience

- Minimum of 3 years of relevant work experience
- Demonstrated skill in relationship building and communication
- Decision-making skills, multi-tasking and prioritizing deadlines
- Action oriented with a focus on execution and continual process improvement
- Strategic thinking/Planning mindset
- Ability to take initiative and work effectively in a self-directed manner
- Organized, detail focused and ability to work
- Strong computer skills in Microsoft Office
- Ability to act professionally and with discretion at all times
- Some evening and weekend work required
- Experience in working with or in a non-profit organization
- Experience with the Oil Sands Industry and the Wood Buffalo Region considered an asset

Salary and Compensation

- Subject to experience
- Vacation and medical benefits

To apply

Email cover letter and resume to leanne@naaba.ca. Only successful candidates will be contacted for an interview.