



Who we are: Building Supply Industry Association of BC

Location: #2 – 19299 94 Ave Surrey, BC

Website: www.bsiabc.ca

Title: Event & Membership Coordinator

Reports to: Association Manager, with a dotted line to the President

Employment: Permanent, Full-time

Regular working hours: General guidelines are 8.30 to 4.30 with 30 minutes' break, 75 hours biweekly. Some events require after-hours participation requiring schedule flexibility and transportation.

Vacation: 2 weeks' which is equivalent to 4% per year

Compensation: \$20 - \$30 per hour depending on qualifications and experience

Benefits:

- Life insurance
- Extended health care (with dental care)
- Accidental death and dismemberment
- Reimbursement for business travel

Job Description:

- Increase membership and membership retention
- Meeting objectives and deadlines
- Welcome new members, create and deliver welcome packages. Engage and retain existing members
- Organize, attend and take minutes for committee meetings
- Organize and execute all aspects of events and functions planning – online and in-person
- Coordinate education sessions – online and in-person
- Create and maintain application forms and budgets related to events
- Telephone management
- Update website on a regular basis. Video editing / uploading.
- Promote association through social media
- AGM and BOD meeting preparation
- Quarterly magazine, Directory and eNews preparation
- Submit work hours for approval and create expense reports
- Other duties as assigned

Job Requirements:

- Understanding of Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Wordpress, Outlook, Canva, Sage Accounting, and Adobe InDesign

Send applications to info@bsiabc.ca