

Job Description

Events Coordinator

Full-Time Position

Location: Chilliwack, Agassiz & Harrison, BC

Compensation: \$22–\$25 per hour (based on experience)

Reports To: Chief Executive Officer (CEO)

Position Overview

The Events Coordinator is responsible for the planning, coordination, and execution of events across the Chilliwack and Harrison Agassiz Chambers of Commerce. This role leads the delivery of high-impact signature events, networking opportunities, and educational programming that strengthen business relationships and enhance member engagement.

In addition to event leadership, the Events Coordinator supports membership engagement initiatives and provides administrative support when required. The ideal candidate is highly organized, proactive, creative, and passionate about building meaningful business community connections.

Core Responsibilities

1. Event Strategy & Execution (Primary Responsibility)

Chilliwack Chamber of Commerce

- Plan and execute four (4) annual Signature Events:
 - Business Excellence Awards (BEA)
 - International Women’s Day (IWD)
 - Annual Golf Tournament
 - Baseball Event
 - Indigenous Event – *Rooted in Connection*
- Coordinate nine (9) Chamber Connections networking events annually
- Support the development and execution of educational workshops and programs

Harrison Agassiz Chamber of Commerce

- Develop and execute 1–2 new signature, revenue-generating events annually
- Coordinate three (3) Business & Brews networking events annually

2. Program & Initiative Support

- Support execution of key Chamber programs including:
 - **Reconciliation Through Education** (execution support)
 - **Women's Leadership Collective (WLC)** (planning and execution support)
 - **Emerging Leaders Initiative (ELI)** (in collaboration with committee and leadership)
- Assist in aligning events with strategic priorities and community impact goals

3. Event Operations & Logistics

- Develop and maintain an annual master events calendar
- Coordinate venues, permits, rentals, catering, entertainment, AV, and décor
- Manage speaker outreach, contracts, and hospitality
- Oversee ticketing, registration platforms, and attendee tracking
- Ensure all event accounts receivable are collected prior to attendance
- Track and manage event budgets in collaboration with CEO
- Support sponsorship fulfillment and event partnerships
- Conduct post-event evaluations and surveys; provide recommendations for improvement
- Ensure event materials, banners, and registration links are updated monthly

4. Marketing & Communications Collaboration

- Liaise with the communications team to ensure accurate and timely promotion across digital platforms
- Provide event content, timelines, and sponsorship recognition details
- Assist in developing promotional strategies to maximize attendance and engagement

5. Membership & Administrative Support

- Participate in Membership Engagement Days when required
 - Support member outreach tied to events and programs
 - Assist with administrative responsibilities as needed
 - Collaborate across both Chambers to ensure alignment and consistency
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Qualifications & Skills

- 2+ years experience in event coordination or program management (preferred)
 - Exceptional organizational and project management skills
 - Strong interpersonal and communication abilities
 - Budget tracking and sponsorship coordination experience
 - Ability to manage multiple projects across multiple communities
 - Proficiency in event registration platforms and CRM systems (GrowthZone/ChamberMaster an asset)
 - Flexible schedule with ability to work evenings/weekends as required for events
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Key Attributes

- Community-minded and relationship-driven
 - Detail-oriented and highly organized
 - Energetic and solutions-focused
 - Professional and confident in stakeholder interactions
 - Passionate about creating impactful member experiences
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Success in This Role Looks Like

- Well-executed, financially sound, and highly attended events
 - Strong sponsor retention and satisfaction
 - Increased member engagement across all three communities
 - Seamless coordination across teams and Chambers
 - Positive post-event feedback and continuous program improvement
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