Part-Time Event Coordinator (Hybrid to be located in Calgary or Edmonton)

**Must have the following traits with references from previous roles:**

* Ability to successful manage a wide variety of tasks with a calm and cool attitude
* Believes in transparency and cross training in all tasks for the ‘hit by a bus’ scenario
* Extremely reliable and someone that others count on
* Great reputation for timely responsiveness
* Commitment, integrity, and professionalism
* Strong organizational experience
* Attention to detail is critical
* Positive and optimistic communication – verbal and online
* Proficient at Word and Excel spreadsheets
* CRM experience. Ideally with Zoho and/or Maximizer.

**Nice to have**

* Newsletter experience out of CRM’s
* Database management

**Nice to have - willing to train, however, passion to learn in these areas is critical:**

* Event operations and management experience
* Canva
* Stripe
* Webstore/website updates

**About the role and organization:**

* Alberta based, not for profit organization
* Business advocacy group that is fueled by memberships and sponsorships
* Positive and respectful team who enjoy working with one another
* 95% remote work
* Events are typically in Calgary and Edmonton. This person can reside in either city and/or surrounding area. Travel to the events will be required.
* This is a contract role. Taxes will be the contractor’s responsibility.
* Hours of operation are flexible, as long as the ‘job is done’.

Contact Catherine Brownlee if you are interested at [catherine@cbibusiness.ca.](mailto:catherine@cbibusiness.ca)