

# Job Description

Job Title:	<b>Events and Corporate Operations Administrator</b>	Last Update:	November 27, 2024
Location:	Richmond, BC	Job Category:	Office Admin
Group:	Corporate Operations	Compensation:	
Nature of Work:	Full-time	Travel:	Occasional
Supervisor's title:	Chief Financial Officer	Supervisor's Position Number:	

<b>Purpose:</b>
The <b>Events and Corporate Operations Administrator</b> provides support for marketing, events, sponsorship and corporate operations.

<b>Accountabilities:</b>
<ol style="list-style-type: none"> <li>1. Provides general support for events, marketing and sponsorship including:             <ol style="list-style-type: none"> <li>a. Provides support to the Manager of Events &amp; Sponsorship (e.g. specific responsibilities related to UBCM sponsorship including develop working relationships with sponsors, maintain sponsor database, provide reporting on sponsor activities, etc).</li> <li>b. Prepares or contributes to the preparation of a variety of documents and applications including layout, branding, design support and coordinates print requirements and/or online distribution (e.g. Pocket Program, Convention Bulletins, Program, Event App, power point presentations, etc).</li> <li>c. Prepares and/or contributes to the preparation of feedback/evaluations from events (e.g. convention delegate evaluation).</li> </ol> </li>   <li>2. Provides a variety of corporate operations services:             <ol style="list-style-type: none"> <li>a. Provides support to the Senior Financial Accountant including responsibilities related to day-to-day financial transactions including verifying, classifying, computing, posting and recording financial data.</li> <li>b. Processes accounts payable and disbursements in compliance with financial policies and procedures.</li> <li>c. Prepares bills and invoices and provides backup for Accounts Receivable.</li> <li>d. Provides reception, filing, mail processing, document preparation, proof-reading, and other related services.</li> <li>e. Provides general administrative support to corporate operations including member services.</li> <li>f. Answers calls and provides general information in response to inquiries.</li> <li>g. Provides records management services, within established security, retention and archiving parameters.</li> <li>h. Provides UBCM website support to ensure content is current and accurate. Assists staff with updating web content.</li> </ol> </li>   <li>3. As a member of UBCM's corporate services team, collaborates on assignments and contributes to the accomplishment of objectives.</li> </ol>

4. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of UBCM with its members and wide network of contacts.
5. Prepares, proofreads, and distributes/posts a variety of documents and communications materials.
6. Develops and maintains positive, professional and effective working relationships with a wide network of individuals including elected officials, executive members, members of the public, sponsors and UBCM colleagues.
7. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of UBCM with its members and wide network of contacts.
8. Performs other related duties.

<b>Job Requirements:</b>			
<u>Education:</u>			
<ul style="list-style-type: none"> <li>• Diploma in marketing, events management, business administration or other relevant discipline, preferred.</li> </ul>			
<u>Recent (within the past 5 years), related, experience:</u>			
<ul style="list-style-type: none"> <li>• Must have 2 years of relevant experience, providing administrative and/or marketing and events services.</li> <li>• Must have experience using standard office software including excel.</li> <li>• Must be eligible to work in Canada.</li> <li>• Must be able to obtain and maintain security clearance as a condition of employment.</li> <li>• Must be willing and able to travel (usually within the province) as required.</li> <li>• Must have reliable transportation.</li> </ul>			
<u>Knowledge of:</u>			
<ul style="list-style-type: none"> <li>• UBCM’s mandate and priorities.</li> <li>• Standard office administration policies, standards and practices including records management.</li> <li>• Standard office software, including InDesign.</li> <li>• Business English.</li> </ul>			
<u>Skills and Abilities:</u>			
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills and attention to detail when communicating.</li> <li>• Able to manage multiple priorities and consistently produce results within timelines.</li> <li>• Analytical and problem-solving skills.</li> <li>• Organized and detail oriented.</li> <li>• Able to develop and maintain positive working relationships with colleagues, clients (including elected officials) and members of the public while upholding the highest standards of tact, discretion and professionalism.</li> <li>• Able to use standard office software.</li> </ul>			
<b>Approvals:</b>			
Approved by:		Date:	