



POSITION TITLE: Events and Member Services Coordinator

REPORTS TO: Senior Manager, Events and Programs

PURPOSE OF POSITION

This position reports to the Senior Manager, Events and Programs, the Events and Member Services Coordinator is a crucial member of the AIA Canada innovative events team. The position plays a critical role in the implementation and execution of our members' engagement activities. This position will play a crucial role in the success of the organization membership retentions and enrolment. The ideal candidate has strict attention to detail and ability to work under stringent deadlines without compromising quality. This opportunity is a full-time, permanent (temporarily remote position) working 37 hours per week.

TEAM MEMBER ACCOUNTABILITIES

- Collaborates across the organization and within teams
- Builds strong relationships with members and stakeholder
- Assists in answering all incoming calls
- Coordinate and implement logistics for events, meetings and online events.
- Manages the quality of own data input into the association's management system (AMS/CRM)

JOB DUTIES & RESPONSIBILITIES

Events

- Participate on the Program Planning Committee and liaise with other committees and organizations requiring meeting space and support.
- Manage communications with speakers, exhibitors, and other partners.
- Setting up and monitoring registration, providing technical assistance (i.e., Zoom calls and webinars).
- Prepares letters of acknowledgment and sends out acknowledgement packages.
- Prepares event survey and tabulates the results
- Tracks and updates all event critical paths
- Works with 3rd party provide to ensure contractual obligations are met
- Communicates with offsite companies such as speakers' bureaus, hotels, etc.

Membership

- Planning educational and networking events (with Committee members, and others)
- Implement strategies to improve engagement with the less active members
- Serve as the AIA Division Committee, High Five for Kids Foundations, AIA Ambassador portfolio primary liaison, to provide direct support, and assisting with daily operation
- New Volunteer Orientation- Plan/schedule with committee chair
- Assists with meeting agendas and updates
- Support on initiatives such as recruitment and retentions campaigns as assigned
- Other duties as assigned by the Senior Manager, Events and Programs.

KNOWLEDGE AND EXPERIENCE

- A minimum of 2 years work related experience and preferably with a nonprofit association.
- Post-secondary education or equivalent in events planning, marketing, communications, or other relevant discipline.

- Proficiency in the use of social media platforms such as Facebook, Twitter, LinkedIn are an asset.
- Excellent verbal and written communication skills.
- Creative and innovative, with the ability to adapt in an ever-changing work environment.
- Proficiency with technology, including Microsoft Office, Outlook, and online newsletter programs
- Ability to communicate fluently both in English and French is an asset

WORKING CONDITIONS

- Moderate Travel
- Fast pace environment
- Work life balance and the capacity to work remotely
- Professional development reimbursement to support your growth and development

ABOUT AIA CANADA

The Automotive Industries Association (AIA) of Canada is the voice of a 32-billion-dollar industry with more than 4,000 professional members across the country. We bring together the entire automotive aftermarket supply and service chain, which includes some of the biggest retail brands in the world.

Our role is to provide members with the tools, skills and knowledge they need to succeed in a fast-paced, competitive landscape. In addition, we are the voice of the sector providing advice and advocacy on current and future trends shaping the market like self-driving cars, electric vehicles and right to repair issues.

Apply Today!

If you're looking to change gears on your career, check out the full job description, and send your resume to Larissa.karimwabo@aiacanada.com.

Application deadline: January 7, 2022