

This position is based out of our head office located in beautiful Victoria, British Columbia!

Reporting to the Senior Conference & Association Manager, the **Conference and Association Assistant's** primary role is to work alongside and support our conference planning team. The Conference and Association Assistant uses their excellent communication skills, strong problem-solving abilities, and attention to detail to ensure the delivery of effective and successful conferences for our clients.

The **Conference and Association Assistant's** main responsibilities are:

- Work with and assist the conference planning team for various events, conferences and association functions
- Process and track payments and arrange for payment of event expenses
- Provide on-site conference assistance (i.e. registration, sponsor/exhibitor communication, site management, etc.) as required
- Create and print name badges, signs, and other conference related materials
- Act as main point of contact for conference delegate queries
- Test, maintain and monitor all online forms
- Schedule and prepare for client Board/Committee meetings, create Board packages and other related Board administrative tasks
- Assist in the preparation of marketing materials
- Research and identify potential suppliers
- Assist with planning of conference social events
- Support conference volunteer recruitment
- Coordinate shipping of conference materials to conference destinations



- Assist with other post-conference activities and reporting
- Assist with the site selection process, including drafting and sending RFPs, and gathering responses
- Support the Finance Manager with financial data for tax reporting
- Provide the CEO and Conference & Association Managers with additional administrative support as necessary
- Completion of other duties as assigned

Essential Qualifications:

Education and Experience

- High School education required
- Post-secondary education in business admin, event management, or marketing and communications an asset
- Experience working within a marketing, events, sales, or PR environment (including any work experience)
- Conference and event or hospitality experience an asset

Knowledge and Skills

- Proficiency in Microsoft Office Suite - confident working with Excel
- Personable, with excellent verbal and written communication skills
- Strong organizational skills and attention to detail



- Self-starter able to assess priorities, multi-task, and work under pressure
- Proficiency in website maintenance (WordPress), Social Media, and communications planning an asset

Salary & Benefits:

Podium offers a competitive salary and employment benefits package including:

Paid time off, Health & Dental plans as well as a **\$500** taxable health & wellness benefit!

Pay: \$45,000.00-\$55,000.00 per year