

Association of Kootenay and Boundary Local Governments
Convention Coordinator
Contract for Services

The Association of Kootenay and Boundary Local Governments (AKBLG) is the local government non-profit association that represents the municipalities and electoral areas of the south-eastern portion of the province of British Columbia. The area includes the Regional Districts of Kootenay Boundary (RDKB), Central Kootenay (RDCK), East Kootenay (RDEK) as well as the Town of Golden and the Village of Valemount.

In April each year, the Association hosts an annual Convention along with the AGM. The host location changes each year within the Kootenays and Boundary area. We are seeking a Contracted Convention Coordinator to work with the Executive Committee and Executive Director of the AKBLG. This person will work remotely from a home office and live within the region of the AKBLG boundaries.

Convention planning begins a year in advance. Coordination assistance is required to begin sporadically each fall and ramp up in the months of January to late April. There are hills and valleys to the amount of time and days required in the schedule for planning.

Reporting to the Executive Director, the **Convention Coordinator** will support the Convention Committee members and be responsible for:

- Attending committee meetings by teleconference, or in-person, including scheduling of meetings, preparing agenda items and taking minutes
- Following-up with convention venue staff and caterers for meal planning
- Reception and banquet planning and entertainment sourcing
- Liaising with presenters, delegates, tour personnel, AV personnel, MC and volunteers
- Contact for logistics of presenters including bios, accommodation, travel, et all
- Coordination of trade show bookings and their set-up
- Development of the website program and agenda (print ready)
- Organize onsite convention transportation
- Dinner Around Town sourcing and logistics
- Monitoring of registration numbers
- Preparation of delegates' registration pouch and gift bag
- Source and purchase gifts for presenters and others
- Preparation of on-site logistics as necessary ahead of Convention
- Attendance at the April Convention and two Executive meetings
- Prepare a final summary/evaluation of event
- Assisting the Executive Director where necessary for a successful Convention

Note: Templates for most coordination will be provided.

The ideal candidate will be:

- Detail oriented; highly organized
- Able to multi-task, juggling many issues at once
- Calm under the intensity of tight timelines
- A team player, respectful and fun
- Understanding of Local Government

The ideal candidate's experience will include:

- Successful demonstration of completing the work and deliverables on time
- Demonstrated experience in planning special events and/or conventions
- Efficiency in Word, Excel and layout design for the Convention program, website posting and printing of materials

Fees for services are inclusive of normal business operating costs including telephone, office operation, and basic supplies. Expenses and travel will be pre-approved for re-imbusement at AKBLG rates.

The evaluation of applications and checking of references will be performed by AKBLG Executive members and the Executive Director.

Applications received after the closing time will not be accepted.

Closing Date: August 10, 2018 at 4:00 pm

Please apply by email to: ed@akblg.ca
* Include contact for 3 references

Contract will be awarded: The week of September 17, 2018

Contract Duration: October 2018 to June 2019
This contract may be renewed annually.

Compensation: Compensation is a \$15,000 contract for services
*Payment scale: Oct-\$1200, Nov-\$1200, Dec-\$1200, Jan-\$2200,
Feb-\$2200, Mar-\$2500, April-\$3000, May-\$1000, June-\$500*

Website: www.akblg.ca

This contract has flexible hours with the exception of meetings and convention times. Most meetings leading up to the convention will be held by teleconference. Some weeks are busier than others and available time must be allocated accordingly and will require some weekend work. Managing the workload will be the responsibility of the contractor. Work completion by deadline, within agreed-to timelines, are requirements.

A valid driver's licence and vehicle will be required for travel to the Convention Host location.

The work environment is positive and constructive. If you feel you are a positive, self-starter and meet the qualifications listed above, we want to hear from you!