



Event Coordinator

About Us

The Greater Niagara Chamber of Commerce (GNCC) is a non-profit, membership based organization, dedicated to the success of businesses and organizations to ensure that Niagara is at its economic and social best.

Position Summary

We are seeking, on a part-time permanent basis, an enthusiastic, experienced, take-charge professional with the ability to coordinate the administration, logistics and execution of our events and meetings. The Event Coordinator will report to the Director of Operations and Communications. The position requires flexible hours and travel throughout the Niagara region.

Ideal Candidate

The successful applicant will be able to anticipate project needs, discern work priorities, and meet deadlines with minimal supervision. The ideal candidate has experience with event co-ordination and execution, who can provide outstanding customer service, has effective relationship building skills for both internal and external customers. They will also have a passion for the community and seeing it grow.

Duties & Responsibilities:

Event Coordination Duties:

- Plan and organize all GNCC in-person and virtual events
- Meet quality and brand expectations
- Set up, tear down and full execution of in-person events
- Transport all events supplies to each venue for each event
- Set up and execution of virtual events
- Attend all events to supervise and make sure everything goes as planned
- Solve problems that may arise during events
- Serve as liaison with clients and vendors to ensure satisfaction
- Manage and track the registration of all event attendees
- Set up ticket sales in Eventbrite
- Record keeping
- Create schedules for employees needed for each event
- Follow a strict budget
- Communicate to clients and speakers any updates, concerns, and arrange details



- Evaluate events through guest feedback and make proper changes
- Other duties as required

Attributes of a successful candidate:

- Self-starter and knowledge hungry
- Must be exceptionally detail oriented, paying attention to even the smallest details
- Extremely well-organized with strong multi-tasking and problem-solving skills
- Excellent communication, negotiation, and vendor management skills
- Ability to communicate with all parties via phone, email and in person resulting in a successful event for client, guests, vendors, and venues
- Teamwork and leadership abilities
 - Must be able to work with internal staff, stakeholders and volunteers to complete job efficiently
 - Delegating properly to make sure team members have what they need
- Must be able to resolve conflicts and complaints
- Ability to remain calm and work well under pressure
- Ability to work on multiple projects and deadlines
- Effectively network with a wide variety of clients, vendors, venues and establish professional relationships
- Dependable, reliable, and maintain high-quality standards

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee; duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice*

Skills & Qualifications

- Diploma or degree in event planning or communications preferred
- Strong interpersonal, verbal and written communication skills
- Excellent organizational and multi-tasking skills with the ability to deliver high quality results while working under multiple deadlines
- Superior problem-solving skills and the ability to work independently
- Event portfolio to impress and client testimonials & references
- Two (2) to Five (5) years of event coordination experience preferred
- Experienced using Zoom
- Experience using a 3rd party ticketing site like Eventbrite
- A valid driver's license and access to a vehicle is required

Work Environment

GNCC; 80 King Street; St. Catharines, Ontario; L2R 7G1; 905.684.2361; GNCC.CA



- Good physical strength and stamina
- Able to lift 50lbs
- Able to work under pressure
- Able to work extended hours when required

Commitment to Diversity

GNCC is committed to diversity in our workplace. We encourage applications from people of all genders, races, ethnic origins, religions, abilities, and sexual orientations.

Please submit your application in the form of resume and cover letter to info@gncc.ca by Friday, February 17, 2023. (Note in the subject line: Event Coordinator.)

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.