



Event Manager

Position type: Volunteer, non-board role

Primary reporting relationship: Director of Professional Development

Key Responsibilities / Deliverables

- Selects venue for hosting events;
- Finalizes contract for events facilities;
- Prepares event plans and coordinates promotion of events with communications;
- Creates/prints event name tags using template and registration list, also prints registration list from Eventbrite for registration table volunteer;
- Compiles, records and reports evaluation results for each event;
- Identify and coordinate volunteers to participate in the execution of events;
- Identify opportunities to raise IABC's profile in Saskatoon through events;
- Identify gaps and act on opportunities to create collaboration between board portfolios.

Skills Learned

- Event planning and management;
- Communications planning.