



Vancouver Pride Society

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Vancouver, BC, V6Z 2T1
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Event Coordinator

About Us

The Vancouver Pride Society (VPS) produces the annual Vancouver Pride Parade and VanPrideFest, in addition to other annual events. VPS strives to produce inclusive, celebratory events, and advocate for 2SLGBTQAI+ communities through an intersectional lens.

Position

The Event Coordinator is a full-time contract position, intended to manage and coordinate multiple events over our 2024 Pride Season. The successful candidate will be responsible for:

- ★ Creating event plans including production schedules, scripts for hosts, budgets, packing lists and staffing schedules with direction from the Events Manager
- ★ Booking venues and applying for permits and licenses
- ★ Liaising with the VPS Volunteer Coordinator, Communications Manager, Sponsorships Specialist and Executive Director to ensure seamless event production
- ★ Booking suppliers and signage for events
- ★ Participating in event debriefing and other season-end reporting
- ★ Attending staff meetings and event specific meetings

Canada Summer Jobs Program Requirements

- ★ This position is pending approval from Canada Summer Jobs
- ★ Be between 15 and 30 years of age at the start of employment
- ★ A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- ★ A valid Social Insurance Number at the start of employment and legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Core Competencies

- ★ Experience coordinating events
- ★ Ability to stay calm while in high pressure situations
- ★ Experience with Google Drive and G Suite
- ★ Strong organizational and multitasking skills
- ★ Strong interpersonal skills and ability to connect with and motivate volunteers
- ★ Familiarity with 2SLGBTQAI+ communities and associated terminology
- ★ Flexibility to work weekends and evenings as required



Assets

- ★ Proficiency in Airtable
- ★ Educational background in Event Management, Tourism, Event Planning, Hospitality or Public Relations

Compensation

Compensation is \$25.68/hour. This position is 40 hours a week, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events. This position runs from April 29th, 2024 to August 19, 2024.*

Diversity

Vancouver Pride Society is committed to seeking and sustaining a diverse and inclusive organization and as such, encourages those with diverse backgrounds, abilities, genders, sexual orientations and ethnicities to apply.

Application

To apply for this opportunity, please complete the [application form available here](#).

Vancouver Pride is committed to providing you with an inclusive, barrier-free and accessible workplace to support your success. Should you require accommodation(s) during the recruitment process, please contact us at 604-687-0955 or email.office@vancouverpride.ca.

Applications will be accepted until April 20th, 2024, however will be reviewed on a rolling basis until the position is filled.

*The hours and start/end dates of this contract are subject to Vancouver Pride Society being successful in receiving Canada Summer Jobs grant funding.