

Events Coordinator

Position Title: Events Coordinator

Organization: Dragonfly Events Planning Ltd.

Events: Platforms for the Global Goals (PGG); Empowering Women in Business (EWB) and Networking of Diversity (NOD)

Type: Full time

Hour rate: \$18/h

Position: Permanent

Application deadline: Mar 14, 2024

About Dragonfly Events Planning Ltd.

By creating several events and platforms that represent inclusivity and multiculturalism, we aim to create spaces for businesses to thrive, new professionals to advance, and individuals to establish a sense of wellness and belonging.

Position Overview:

Dragonfly Agency is seeking a dedicated and passionate Events Coordinator to contribute significantly to our events: Platforms for the Global Goals (PGG), Empowering Women in Business (EWB) and Networking of Diversity (NOD). These events serve as dynamic platforms, each with its own unique purpose. PGG gives a bi-monthly space to experts to provide skills to local businesses and professionals, encouraging sustainable practices and up-to-date expertise. EWB gathers 300 women in business to foster unity, inspiration, and discussions on pivotal topics for business growth. NOD, on the other hand, provides a monthly space for newcomers to gain knowledge, motivation, and career advancement opportunities while fostering diversity and professional growth within the Saint John community. As the Event Coordinator, you will play a vital role in ensuring the success of these events by effectively managing and coordinating various aspects of event planning and execution.

Key Responsibilities:

- **Event Planning (EWB):** Collaborate closely with the event planning team to organize and execute all facets of the EWB conference, including logistics, scheduling, and coordination of event activities.
- **Event Planning (NOD):** Support the NOD event planning efforts by assisting in logistics, scheduling, and coordinating activities to create a welcoming and informative environment for newcomers.
- **Communication:** Maintain regular communication with volunteers, event organizers, and stakeholders. Keep everyone informed about event updates, schedules, and any changes, reporting directly to the Executive Director and the Project Manager.

- **Logistics and Supplies:** Coordinate logistics related to events needs, including attendees check-in/out, distribution of materials, and ensuring that all supplies and resources are readily available.
- **Problem-Solving:** Be prepared to address any issues or challenges that may arise during the events and find solutions to ensure a seamless event experience for both attendees and volunteers.

Requirements and Qualifications:

- Demonstrate alignment with the Sustainable Development Goals (SDGs).
- Display a passionate commitment to women's empowerment, Diversity, Equity, and Inclusion, and a strong dedication to EWB and NOD's missions.
- Previous experience in event coordination, volunteer management, or related roles is advantageous.
- Proficiency in partnership management and customer relationship management.
- Preferred knowledge of or interest in women in business, entrepreneurship, career development, and related topics.
- Ability and experience in utilizing AI and digital tools for communications and marketing.
- Knowledge and experience in using digital marketing tools.
- Possess strong communication and interpersonal skills.
- Excellent organizational and time management abilities.
- Capability to work effectively under pressure and adapt to changing circumstances.

Benefits:

- Flexibility and hybrid work.
- Office space
- Opportunity to make a meaningful impact on events dedicated to sustainability, empowering women in business and career development.
- Gain valuable experience in event coordination and volunteer management.
- Access to all events and courtesy passes for family and friends.
- Be part of a dynamic and diverse team.

If you are passionate about supporting sustainability, women in business, diversity, and possess excellent organizational skills, we invite you to apply for the Events Coordinator position at Dragonfly Agency. Your contributions will be instrumental in creating successful and inspiring events that empower women entrepreneurs and newcomers in the Saint John community.

To apply, please send your resume and a cover letter (optional) to events@dragonflynb.com, explaining your interest in this role.

Join us in our mission! Together, we can make a difference.

DRAGONFLY EVENTS PLANNING LTD.

New Brunswick Business Number:

743335416NP0001

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