



BC SOCIETY OF TRANSITION HOUSES JOB POSTING

BCSTH ANNUAL TRAINING FORUM EVENT COORDINATOR

Contractor Position

The BC Society of Transition Houses (BCSTH) is a member-based provincial non-profit organization supporting Transition, Second and Third Stage Houses, Safe Homes and the PEACE (Prevention, Education, Advocacy, Counselling and Empowerment) and Violence is Preventable programs for women, children and youth experiencing violence. Our office is located in Vancouver, BC and we support, train and advocate on behalf of 104 members across the province that provide over 200 varying anti-violence programs.

BCSTH hosts an Annual Training Forum for our membership and the public and BCSTH is hiring immediately an Annual Training Forum Event Coordinator as a contractor position. The Training Forum will be held in October (October 23rd-25th, 2019) in Richmond, BC. Please find the details of the contractor's statement of work on the following page.

Please send a letter of interest and resume to Amy S. FitzGerald, Executive Director, amy@bcsth.ca by no later than **Friday, April 26 5pm PST**. If you have any questions, please contact Amy in the first instance.

We would like to thank all applicants for their interest in BCSTH but only applicants shortlisted will be contacted.

The BC Society of Transition Houses' office is located on unceded Coast Salish territory, shared by the Skwxwú7mesh (Squamish), x̱məθkwəy̱əm (Musqueam) and səílwataʔ/Selilwitulh (Tsleil-Waututh) Nations.

BCSTH ANNUAL TRAINING FORUM CONTRACTOR'S STATEMENT OF WORK

Description of Services: The Contractor will perform the following services.

Conference Planning

- Work with staff to develop conference planning targets and conference structure.
- Work with Financial Manager and follow a detailed budget according to existing financial policies and procedures for BCSTH.
- Organize the opening and closing of the ATF respecting local First Nations protocols.
- Manage the call for and selection of workshop presenters.
- Manage the recruitment and coordination of keynote speakers.
- Organize all logistics that are part of the event including the BCSTH Board meeting and Annual General Meeting that precede the conference (including room allocations, AV requirements, catering requirements).
- Recruit and organise appropriate exhibitor tables and vendors for the conference.
- Recruit and organize entertainment, social events, and networking opportunities during the conference.
- Recruit, train and manage volunteers for the ATF.
- Work with BCSTH staff to produce print and electronic conference materials including all recruitment, registration, evaluation and program materials.
- Develop online registration process, manage all registration and provide regular reports.
- Coordinate communications between BCSTH and participants.
- Manage the marketing of the ATF.
- Manage guest list/RSVPs.
- Coordinate travel arrangements of keynote speakers.
- Manage catering requirements including meeting all dietary needs.
- Manage fundraising, including the sourcing of donated raffle prizes.
- Manage event evaluation, collation and distribution of results to BCSTH staff and presenters.
- Write and send thank you cards on behalf of BCSTH after the event.

Venue Coordination

- Liaise with venue to organize room function logistics and technical requirements.
- Organize onsite activities as needed.
- Prepare appropriate signage for the event.
- Prepare schedules and work plans for staff duties during the conference.
- Organise catering requirements with attention to food requirements of delegates.
- Speaker/ Presenter Coordination
- Negotiate availability, fees, and logistics with keynote speakers and workshop presenters where needed.



BC Society of Transition Houses

- Coordinate keynote speaker and workshop presenter contracts, biographies and presentation descriptions.
- Coordinate and confirm travel for keynote speakers and workshop presenters where needed.
- Coordinate speaker/presenter support, room setup and AV requirements.

Special Considerations

- Address all accessibility, diets and other issues.
- Ensure the comfort, safety and effectiveness of the conference for all delegates.
- Liaise with Executive Director to ensure all applicable licenses and appropriate insurance coverage is obtained and in place.