



BCNPHA

BC Non-Profit Housing Association

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Position: Conference Assistant
Organization: BC Non-Profit Housing Association
Location: Vancouver, British Columbia
Hours: Contract Work: Up to 21 hours / week
Deadline: September 15, 2017

BACKGROUND

Are you seeking an exciting opportunity in conference planning? Gain valuable and memorable event experience while you help us plan Western Canada's largest affordable housing conference! We are currently seeking someone to join our events team as a conference assistant who is detailed-oriented, highly organized, and enjoys working with people in a fast-paced environment.

BC Non-Profit Housing Association (BCNPHA) is the umbrella organization for non-profit housing providers in BC, providing services, education, events and advocacy to over 700 non-profit housing societies who provide more than 60,000 units of affordable housing at more than 2000 sites in the province. Each year, BCNPHA with our partners, we plan one of the largest conference and tradeshow in the Canadian Housing Community, with more than 1,100 attendees, 6 keynotes among other speakers, a tradeshow with more than 40 exhibitors, and over 100 education sessions.

Learn more about Housing Central – BC's Affordable Housing Conference at:
www.housingcentral.ca

POSITION SUMMARY

The Conference Assistant will work closely with the events team to assist with conference registration, logistics and overall conference preparations.

CUSTOMER SERVICE

1. **In-office:**
 - a. Assist with incoming inquires, respond to emails and help with delegate event registration process.
 - b. Coordinate and lead external volunteer logistics, which includes but not limited to: review event volunteer applications, lead and coordinate event volunteer schedule and onsite tasks.
2. **On-site:**

- a. Welcome conference delegates, presenting speakers and VIPs.
- b. Assist with on-site registration; provide general conference information about education sessions and venue, and respond to delegate needs.
- c. Handout conference materials and enhance delegate experience by engaging as a conference ambassador.
- d. Assist with preparing the session meeting rooms with conference and presenting speaker materials, distribution and collection of session evaluation forms, attending to delegate requests when necessary, and ensuring that sessions run smoothly.

EXHIBITION LOGISTICS

- Handing out tradeshow maps, delegate bags and other tradeshow materials.
- Assist with exhibitors and other tradeshow related issues.

PRE-CONFERENCE PREPARATIONS

- Attend the volunteer orientation and join other volunteers to prepare name badges, and organize conference materials and so much more!

QUALIFICATIONS

- Enthusiastic, approachable and takes initiative
- Provides excellent customer service (natural nurturer)
- Possesses a 'can-do' attitude to enhance the conference attendee experience
- Able to communicate effectively in a fast-paced environment
- Has assisted in conferences or large community events
- Cheerfulness / sense of humor willing to pitch in where essential!

DATES OF EMPLOYMENT & COMPENSATION

- Work Week: Approximately 15-21 hours per week from September 18 to November 21, 2017. A majority of the support needed in the office is three days a week, ideally Tuesday through Thursday; 5 hours minimum per shift.
- Must have open availability before and during the conference (November 18-21, 2017).
- Position Type: Part-Time Contract
- Rate: \$18 / Hour
Ability to attend 1 education session per day of volunteerism and complimentary meals during work hours while at the conference.

APPLICATION PROCEDURE

Please apply with a resume and cover letter to Tanya Cromwell, Events Coordinator, BCNPHA at tanya@bcnpha.ca with the subject line "Conference Assistant – LASTNAME". Submission deadline is September 15, 2017. While we thank all candidates for their interest, only those selected for an interview will be contacted.