

# EVENTS COORDINATOR



## WHO WE ARE

Downtown Van is a non-profit organization that represents 7,000 businesses and property owners in the central 90-block area of Vancouver's downtown core. Supporting them and making Downtown Vancouver a place where everyone feels safe, drives us. Our team members are experts in economic development, community safety, place-making, and events. We're passionate about making Downtown Vancouver a destination like no other.

Much like Downtown Vancouver, we strive to make our office an environment where everyone feels safe. Diversity, equity, and inclusion are at the forefront of everything we do - and it is our priority to ensure staff always feel welcome. Here at Downtown Van, we are passionate, collaborative, fun, and fast-paced! Be ready for team outings, outdoor movie nights, coffee runs, office dogs, evening events, and so much more. Your growth is important to us, which is why employees are entitled to a professional development fund. This can be used to attend conferences, take courses, and more. We are currently practicing a hybrid-working model; however, this is subject to change.

## THE POSITION

Reporting to the Marketing and Communications Lead, The Events Coordinator is responsible for planning and executing all Downtown Van events, both member-driven and community-based. This includes networking events, lunch and learns, holiday parties, roundtables, report releases, and much more. In this role, you will work with teams and individuals across all Downtown Van departments to plan and execute a diverse list of events for the organization. We're looking for someone with a strong background in project and budget management with precise attention to detail. This role requires collaboration! We need an individual who is a team player, a leader, and very timely—project deadlines for events are crucial! This role does require occasional work outside of standard office hours (9 AM – 5 PM).

## YOUR ROLES & RESPONSIBILITIES

- Assists with the creation/ideation of both existing and new Downtown Van events. This includes internal "members-only" and public-facing community events and activations.
- Responsible for every aspect of event development including project management, preparation and briefing of vendors, and liaising with your Downtown Van teammates.
- Coordinates with the Marketing & Communications team, as well as other Downtown Van departments, to ensure all elements surrounding the event/initiative are on-track and supported.
- Seeks out, liaises, and works with current and potential vendors pre-event, on-site, and post-event.
- You are the primary point of contact for all on-site execution.
- Continuously monitors and tracks event costs and budget, reviewing estimates for accuracy and challenging where necessary, processing invoices, ensuring program objectives are achieved while adhering to program budgets.
- Reviews, writes, and adheres to contracts with external stakeholders like event venues, vendors, and much more.
- Maintains a strong understanding of brand guidelines and products to ensure all materials meet these standards.
- Works closely across all departments to leverage relationships and maximize cross-promotional opportunities.
- Ad-hoc grant writing for government funding applications.
- Occasionally assist Marketing and Communications Lead with content creation for social and marketing materials.

## SKILLS AND KNOWLEDGE

- Degree or Diploma in Events, Marketing, Communications, or related field is preferred.
- 1+ years of hands-on experience in event management.
- Strong communications skills both verbal and written.
- Excellent organizational skills, with an enhanced ability to multi-task.
- Solid time-management skills.
- Strong project management skills including planning, reporting, and execution.
- Attention to detail to ensure all elements of events are executed at the highest of standards and represent the brand effectively.
- You're a self-starter/not afraid to take the lead.
- Proficiency in Microsoft Suite (Excel, PowerPoint, and Word).
- Great networking skills—you will interact with senior-level business and community leaders. An understanding of the local corporate/sponsorship community would be beneficial.
- Some knowledge of Adobe InDesign, Illustrator, and Photoshop is an asset, but not required.

## PHYSICAL REQUIREMENTS

Is this position extremely physical? No. However, physical tasks associated with the role include walking to/from/between locations, walking while carrying items by dolly or by hand, and lifting objects up to 20lbs.

# APPLY NOW

Please send your resume and cover letter to  
Jennifer Lai, Administrative Assistant

[jennifer@dtvan.ca](mailto:jennifer@dtvan.ca).

The logo for Down Town Van is a stylized diamond shape composed of four triangles meeting at the center. The top and bottom triangles are orange, while the left and right triangles are pink. In the center of the diamond is a black diamond shape containing the text "DOWN TOWN VAN" in orange, stacked vertically.

**DOWN  
TOWN  
VAN**