



Capilano Accounting Association Director of Events

Job Description

Job Summary

The Director of Events assists in the execution of CAA events by managing the communication of event dates, times, and locations, and composes follow-up reports for every event.

Essential Functions

- Attends all CAA Executive Meetings
- Assists the Director of Internal Relations during planning and implementing Classroom Visits
 - Scheduling and coverage
- Procurement of venues and suppliers; will also manage bookings
- Maintains and updates guestlists through Eventbrite or other platforms.
- Leads in the set-up and clean-up of all events
- Composes evaluation and follow-up report of all events
 - Positive outcomes
 - Suggestions for the future
 - Also writes a summary of the events to post on the CAA website.
- Co-ordinates with the Director of Finance to ensure budget compliance
- Keep all parties informed regarding event details (dates, locations, timing, ect..)
- Communicates with the Director of Internal Relations and the Director of Social Media for maximum exposure when promoting events and selling tickets
- Creates event summary to send to participating firms

Working Conditions

The Director of Events spends a vast amount of time on the computer (i.e. scheduling events, sending emails), in meetings planning events, and also at events 4 - 10 hours per week. The term of employment is from September 2023 to April 2024.

Qualifications and Skills Required

- Effective and professional communication skills
- Independent and proactive worker
- Project management and team management
- Preliminary budgeting knowledge
- Knowledge of Eventbrite
- Ability to work well in a team
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Gmail, Google Docs.
- High emotional intelligence