

Part-time Event Planner and Membership Liaison Position for DRHBA

This part-time position will require approximately 12 hours a week. The successful applicant will mainly work from home.

Job Responsibilities:

- Primary responsibility will include the professional and efficient coordination and execution of special events.
- Responsible for working in coordination with the sales and marketing committee to plan and manage details of events including but not limited to: venue, meal plan, speaker/presenter and event set-up, door prizes etc.,
- Make electronic fliers and information papers on the event and send out information to members.
- Keep track of all RSVP's, special diet considerations, etc.
- Be present to oversee the execution of special events.
- Always be professional, courteous and customer-oriented.
- Ensure each event has a signed, accurate & complete contract – if there are revisions, ensure they are approved.
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- Communicate with clients post-event in an attempt to gather feedback that will help increase customer satisfaction and improve the event planning/execution process. This includes issuing customer satisfaction surveys.
- Produce professional/accurate internal & external communications at all times
- Maintain a professional appearance at all times when working
- Report to Executive Officer on the whole event with synopsis of survey results.
- Promote DRHBA by sending out New Member Packages and speaking with potential members.
- Any additional duties as required by the Sales and Marketing chairperson and/or Executive Officer.

Job Skills

- **Creative Thinking:** Come up with exciting/informative events for DRHBA members and guests
- **Communication:** Talk to members, listening to their needs and presenting ideas for fun and informative events. Work with suppliers, contractors, wait staff and many other parties at the same time. Customer service and interpersonal skills are required.
- **Calm Under Pressure:** The ability to remain calm if an issue arises, assess the situation and put a plan in place to resolve it
- **Computer Skills:** You will rely on computers to communicate, plan, budget and organize events. You will need to know PowerPoint, Word, Excel.
- **Negotiation Skills:** You will need negotiation skills to work out prices with clients and contractors.
- **Organization:** The ability to stay focused on the tasks at hand and ensure that events run smoothly.