



EVENT SPECIALIST Part-Time

EQUS was founded on the co-operative spirit. Our core values of Quality, Accountability, Community and Knowledge define the attitude our teams bring to work every day, together we deliver quality electrical services to rural Alberta.

Job Purpose

EQUS is looking for a successful and enthusiastic Event Specialist to produce events from conception through to completion. Working closely with subject-matter experts, the Event Specialist's responsibilities include providing outstanding customer service, internally and externally, and organizing memorable events that meet quality expectations.

Duties

- Event planning, design and production while managing all project delivery elements within time limits, including: employee, external/internal stakeholder and Member and Board events;
- Liaise with staff, vendors and the Leadership team to identify needs and to ensure audience satisfaction;
- Conduct market research, gather information and negotiate contracts;
- Provide feedback and end of event reports to stakeholders;
- Propose ideas to improve current event quality;
- Organize and manage all event's details; including facilities booking, decor, catering, entertainment, transportation, invitee list, promotional material, volunteers etc.;
- Ensure compliance with insurance, legal, health and safety obligations;
- Specify staffing requirements and coordinate their activities throughout the planning and day of event;
- Collaborate with the Marketing Specialist and Communications Specialist to promote and publicize events and prepare necessary market materials;
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day;
- Conduct pre- and post-event evaluations and report on outcomes.

Review and Approval of Work

This position reports to the Business Services Group Leader.

Job Requirements and Qualifications

- Valid Class 5 Drivers License and clean drivers abstract;
- Proven portfolio of previously managed events;
- Excellent time management and communication skills;
- Ability to manage multiple projects independently;
- MS Office proficiency.

Education and Experience

- Completion of high school diploma, or equivalent;
- Event planning training and certification;



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- Proven experience as an event planner or organizer.

Compensation

EQUS strives to attract and retain highly skilled talent and expertise vital to our organization's success. We offer competitive wages, a comprehensive benefits package, and excellent opportunities for development and growth.

Power up your career by joining the EQUS team!

Submit your application to HR@EQUS.ca



The Employee Recommended Workplace Award recognizes excellence in achieving a healthy, engaged and productive workforce. It is the only award of its kind that is based entirely on feedback from employees.

EQUS would like to thank you in advance for your resume. It will be kept on file for six months from the date it is submitted.

EQUS REA LTD. (EQUS) collects only that personal information about job applicants that is needed to determine suitability for employment. The information will be used only for the purpose of evaluating that suitability. EQUS will not distribute your information to anyone else. After six months your application, and any personal information collected about you during the verification process, will be destroyed.