

Job Title: Board Manager & Events Coordinator

Job Description:

We are seeking a detail-oriented and organized individual to serve as both a Board Manager and Events Coordinator within our organization. This multifaceted role requires strong administrative skills, experience in event planning, and proficiency in member management and marketing. The ideal candidate will take accurate notes during board meetings, manage agenda items, and support various event initiatives while maintaining a flexible schedule to accommodate meetings and requests outside of regular working hours.

Key Responsibilities:

Board Meeting Coordination:

- Attend all board meetings and take comprehensive and accurate notes to capture key discussions, decisions, and action items.
- Prepare and distribute meeting agendas in a timely manner to ensure all board members are informed and prepared for discussions.
- Collaborate with board members and leadership to gather and organize agenda items and supporting documents.
- Maintain organized records of meeting notes, agendas, and any follow-up actions to ensure transparency and accountability.
- Utilize Google Workspace effectively for document creation, storage, and collaboration, as well as managing calendar invites and reminders.
- Support the organization in designing engaging presentations and materials using PowerPoint for board meetings and related events.
- Assist with email communications and campaigns using Mailchimp to keep members and stakeholders informed of relevant updates and events.
- Conduct surveys and gather feedback through SurveyMonkey to assess member satisfaction and areas for improvement.
- Ensure that all board meeting logistics are managed effectively, including scheduling, venue arrangements, and technology setup.

Events Coordination:

- In addition to their regular administrative duties, the successful candidate must manage the planning and execution of various events. These events include but are not limited to: Buskerfest (May long weekend), Easter Bunny Hop (Weekend before Easter), Kreepy Kemptville (Weekend before Halloween), Old Town Christmas (mid-December), South Branch Serenade (every Thursday evening in July and August)
- Recruit and coordinate volunteers to assist with event operations.
- Oversee the promotion and advertising of events to maximize participation and community engagement.

- Must be available to work evenings and weekends as needed
- Maintain flexibility in scheduling to accommodate impromptu meetings with partnering organizations and respond to requests outside of regular working hours.

Member Management:

- Utilize SurveyMonkey and Mailchimp to manage member communications and engagement.
- Develop a monthly that provides valuable content for members to help them improve their business practices and stay informed about organizational and community developments.
- Meet and communicate with members regularly, acting as the face of the organization and building strong relationships.
- Establish and nurture relationships with other organizations in the community to foster collaboration and support.
- The schedule for this position is flexible; however, the successful candidate is required to work from a downtown location for [NUMBER OF HOURS] each week. These hours will be designated for open office availability to accommodate member drop-ins and will be included as part of their standard 30-hour work week.

Marketing and Advertising:

- Write monthly articles for the local newspaper to promote the organization and its initiatives.
- Create engaging social media content that highlights the organization, its members, and upcoming events.
- Keep website up to date regularly, including a directory of businesses in our directory
- Manage social media platforms (Facebook and Instagram), including responding to comments, sharing relevant content, and analyzing engagement metrics.
- Develop a monthly newsletter for the public to keep the community informed about happenings in the downtown area and among local businesses.

Qualifications:

- Proven experience in administrative support, event coordination, and member management, particularly in a board or executive setting.
- Familiarity with WordPress for updating plugins, creating forms, and managing website content is an asset.
- Basic knowledge of municipal governance and processes is a plus.
- Exceptional note-taking and organizational skills with a keen attention to detail.
- Proficiency in Google Workspace (Docs, Sheets, Drive, Calendar) and familiarity with Microsoft Word, Excel, and PowerPoint.
- Experience with Mailchimp, Canva, SurveyMonkey, and social media management is a plus.
- Strong written and verbal communication skills.
- Ability to follow directions and seek clarification when needed.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- A proactive attitude and a commitment to maintaining confidentiality and professionalism.

Why Join Us?

As a Board Manager and Events Coordinator, you will play a crucial role in facilitating effective communication and collaboration within our board while also spearheading engaging community events and member engagement initiatives. If you are a motivated individual who enjoys working in a dynamic environment and supporting strategic initiatives, we would love to hear from you!