



## **JOB DESCRIPTION**

**Title:** Event Registration Coordinator  
**Event:** 16<sup>th</sup> Annual BC Natural Resources Forum, Jan. 22-24, 2019  
**Location:** Prince George, BC  
**Status:** Contract position (part- time with less time required in the summer and fall, and more time required October through January)  
**Hourly Rate:** Commensurate with experience.  
**Duration:** August 27, 2018 – February 22, 2019

### **Position Overview**

The Registration Coordinator for the BC Natural Resources Forum is responsible for organizing and coordinating all operations and procedures associated with registration and other tasks as required in order to ensure delegates are provided all information and assistance to participate in the Forum.

### **Scope**

The Registration Coordinator reports to the Forum Manager and is responsible for providing services required to efficiently manage all aspects of registration coordination.

### **Responsibilities**

1. Provide regular updates on registration statistics
2. Liaise with the registration provider to renew contract and customize online registration;
3. Registration coordination and management of 850+ delegates and 72 exhibitor booths;
4. Ensure speakers, sponsors and exhibitors are registered
5. Track all financials associated with registrations;
6. Respond to phone calls and email inquiries in a timely and professional manner.
7. Monitor the requests for information which are sent to [info@bcnaturalresourcesforum.com](mailto:info@bcnaturalresourcesforum.com) regarding registration and other related questions
8. On-site coordination and management of the Registration Desk, including staff and volunteers;
9. Manage registration desk materials for delegates (name badges, lanyards, programs, etc.);
10. Participate in post-conference debrief team meeting.

This job description is designed to outline the basic nature and scope of the work and does not limit the activities the successful candidate may be asked to perform.

***Expressions of interest with cover letter, background, C/V and/or resume should be submitted in confidence via email to C3 Alliance Corp.'s Forum Manager at [kzimmerman@c3alliancecorp.ca](mailto:kzimmerman@c3alliancecorp.ca) no later than Monday, July 23, 2018.***