



Sea to Sky Meeting and Association Management Inc.

Managing Conferences, Events, and Associations, in Canada and around the World

POSITION SUMMARY: ASSOCIATION MANAGER

ABOUT SEA TO SKY MEETING MANAGEMENT INC:

Sea to Sky Meeting and Association Management Inc. (Sea to Sky) is an award winning company founded in 2001. Our core business is providing conference, event and association management services to associations and organizations around the world. Our clients include individuals, provincial, national and international associations, provincial and federal governments and corporations.

We provide our clients with “one-stop” shopping options for conference, association management, tradeshow, special event production, tours and registration services. Our association management services includes helping board members and executive directors develop and implement strategic plans, providing membership administration, retention and recruitment services, managing finances, raising funds, managing projects and programs, and streamlining processes and systems to improve efficiency and effectiveness. Our conference and event experience varies from international conferences of up to 4,000 attendees, to a public festival of 8,000 visitors, and provincial and national annual conferences of 300 to 1,500 attendees.

THE POSITION:

The Association Manager will manage Sea to Sky’s Association clients, reporting to the President. He or she will also manage Sea to Sky’s conference business related to its Association clients or other conferences not related to the Associations.

He or she will work as a team player with Sea to Sky’s clients, colleagues and suppliers, be open to learning and contributing new ideas, and deliver outstanding services keeping with the vision, values and strategic direction of Sea to Sky and our clients.

QUALIFICATIONS AND DESIRABLE ATTRIBUTES:

- Must have a College or University Degree or industry equivalent such as the Certified Association Executive, Certified Meeting Professional or Certified Meeting Manager Certificate
- At least 5 years of relevant experience working at the Manager level in Association and Conference Management
- A team player who delivers the highest possible standards in terms of work quality and customer service
- A detail oriented effective communicator who provides accurate and timely responsiveness to enquiries, requests and deadlines

HOURS AND REMUNERATION:

Flexible and long hours are occasionally required, leading up to an event and/or meeting. Travel may be involved if the meetings take place outside of Vancouver. Remuneration will be commensurate with experience. Benefits package provided.

TO APPLY:

Please submit your resume to careers@jouta.com. We thank in advance all those who apply. Only those applicants selected for an interview will be contacted.

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