



[Carrie Brown Management](#)

Contract Job Posting

**Position**

Administrative and Onsite Operations Coordinator

**Contract**

Part-time, remote work, flexible hours; May 3 through August 31, 2022

**Compensation**

Commensurate with experience and availability

**About us:**

We are a boutique events management company, specializing in creating and managing volunteer programs for premiere events across Canada. We work with our clients to craft the best volunteer program for their event, including but not limited to; planning, recruitment, candidate vetting, selection, engagement, preparation, logistics and on-site management. We are busy with awards shows, film festivals and awards galas in the winter and spring, and music festivals and tech conferences over the summer months. We love working with people and offering rewarding volunteer experiences.

**About you:**

Working within a small team and reporting to the company founder you are someone with staff and event management training and experience. You have excellent skills in both customer service and communications with a keen attention to detail. You work swiftly and accurately. You like people, are a disciplined self-starter and are capable of prioritizing a variety of tasks in a fast-paced environment. You know what it's like to volunteer your time. You are comfortable working irregular hours and on weekends with longer days in the summer months. You have a valid driver's license and don't mind taking the wheel of a golf cart to deploy volunteers. Great fit for someone looking to break into event management or festival production.

**Core Administrative Responsibilities:**

- Working with Volgistics software to prepare volunteer applications, the interactive portal and schedules for each event
- Monitoring and responding to all volunteer email, directing volunteers to source materials and tracking queries in need of any answers you can't provide
- Researching recruitment options in different locations, developing contacts to share volunteer opportunities with, developing a go-to recruitment list for key Canadian markets

- Working with tracking systems for volunteer deposits and refunds for events utilizing a refundable deposit model
- Creating a volunteer handbook of resources and information for each event
- Serving as the liaison between volunteer teams and the Program Manager
- Tracking time devoted to each project
- Downloading and capturing all data before closing out each software account
- Additional tasks and responsibilities as required

**Core Event Site Responsibilities:**

- Acting point of contact for event producers
- Setting up volunteer headquarters
- Managing day-to-day operations for volunteer team
- Managing volunteer leadership team
- Overseeing volunteer deployments; printing daily schedules, ensuring the team is set up for success
- Being responsive to the evolving needs of the event
- Troubleshooting issues and attrition

**Bonus skills:**

- Social media maintenance
- Website development

We celebrate diversity at CBM and are committed to creating an inclusive environment for the volunteers and employees we work with. This is a terrific opportunity for those recently completing Event Management or related studies.

To apply, please send your resume and cover letter to Carrie Brown Management via [workatCBM@gmail.com](mailto:workatCBM@gmail.com) with “Administrative Coordinator” in the subject line.

*We thank you for your interest in working for our company. Successful candidates will be contacted directly.*