

Job Title: Administrative and Marketing Coordinator

Reports to: Chairman

Position Summary

- Administrative Services
 - o Responding to and tracking client emails
 - o Making travel arrangements
 - o Scheduling meetings and managing the Chairman's calendar
 - o Preparing invoices and tracking payments
 - o Handling basic bookkeeping tasks
 - o Providing general administrative support

- Marketing
 - o Editing and posting blog posts
 - o Managing social media posts and website content creation
 - o Managing YouTube and Podcast channels
 - o Creating and designing monthly newsletters
 - o Managing audience and organizing contacts
 - o Developing marketing materials and guides for programs and events

- Programs & Events
 - o Managing event sales and registration
 - o Tracking sales, sponsorships, and advertisements
 - o Preparing, arranging, and attending in-person Forums and Programs
 - o Managing volunteers, signing in guests, set-up and take-down, corresponding with venue staff at in-person Forums and Programs
 - o Tracking, following up with, and registering leads for Programs
 - o Managing logistics for Peer Advisory Group meetings, webinars, and 1:1 reviews with the Chair
 - o Tracking and following up with Peer Advisory Group leads
 - o Communicating with members regarding upcoming meetings and events

Key Position Requirements

- A proactive approach to problem-solving
- Exceptional organization skills
- Able to manage a dynamic workload
- Digital marketing experience
- Skilled in project management
- Team player with leadership skills
- Excellent written and verbal communication in English

ELO Network

Meaning-Driven Entrepreneurial Leaders

- Professional level written and verbal communication skills
- Able to evaluate and identify needs and opportunities with leads
- Able to prioritize and achieve deadlines
- Trustworthy with confidential information
- Willingness to adapt to, and work effectively within, a variety of diverse business situations

Preferred Qualifications & Skills

- Post-secondary diploma, BA or BBA in business administration
- 1-5 years' experience
- Familiarity with:
 - o Canva
 - o MailChimp
 - o Microsoft Teams
 - o Microsoft Excel
 - o QuickBooks
 - o Zoom

Miscellaneous

- Full-time position (40 hours/week)
- Combination of remote & in-person work
- Location: anywhere in Canada, preferred in Vancouver/Fraser Valley, BC
- Opportunities to travel to Vancouver, Winnipeg & Toronto
- Opportunity to work in Oxford, UK, with the ELO Oxford Leadership Program (7-10 days annually in August)

Pay

- Salary commensurate with experience
- Bonus plan provided

Application

Please send your resume and CV to:

Ceara Hodges

E: Ceara@ELONetwork.org