

Job Description – Events & Sponsorship Coordinator

July 2026

The Abbotsford Chamber of Commerce is currently seeking a dedicated individual who is passionate about the growth of Abbotsford's small business community and committed to excellence in event production to serve as Events and Sponsorship Coordinator.

The Chamber is a non-profit, membership-driven organization comprised of over 800 businesses across Abbotsford. We are a leading Chamber in advocating for business issues to ensure that the interests of the business community are well represented in public policy decisions. We offer a variety of ways to connect and support our members through Chamber initiatives and benefits to help them realize their potential in the community.

This position takes a leading role in organizing and delivering a wide range of engaging Chamber events and key networking opportunities for businesses and community leaders.

Our Vision: To be known as the most vibrant and relevant business association in B.C. Our Mission: To build and sustain a thriving business community.

Job Title: Events and Sponsorship Coordinator

Reports to: CEO (Direct Report)

Salary Range: \$50,000-55,000 annually plus competitive benefits package, RRSP matching, and two weeks annual vacation.

Job Summary:

This position is responsible for the coordination, planning and execution of all signature and regular Chamber events. Working with the CEO and the entire Chamber team, this position holds the responsibility to ensure meaningful and seamless event experiences with members and the local business community.

The position oversees our signature events: Abbotsford Business Excellence Awards, Golf Tournament and Industry Bus Tours, monthly luncheons and networking events, as well as large-scale regional event activations.

The Coordinator is responsible for developing and closely monitoring event budgets, revenue targets and financial forecasts for all events and sponsorships. This position reports regularly to the CEO on progress and the achievement of related financial goals.

The Coordinator is also responsible for promoting events to bolster the Chamber's public profile, brand awareness and community engagement.

Knowledge, Skills and Abilities:

- Previous experience 3+ years in events management and sponsorship. A combination of education and experience will be considered
- Proficient in Microsoft Office products including Outlook, Excel, Word, CRMs, and project management tools
- Experience with project management tools (Gantt Charts, CRMs, Excel)
- Experience with social media and design tools and platforms such as Constant Contact, Canva, Twitter, Facebook, LinkedIn, Instagram.
- Self-starter with a professional appearance
- Transparent and accountable, with exceptional people skills
- Strong verbal and written communications skills
- Strong multi-tasker, organized, detail oriented and service oriented
- Strong marketing and sales skills and expertise with sponsorship and stakeholder relations.
- Must have the ability to foster the values of the Abbotsford Chamber of Commerce.

Key Responsibilities

In advance of each new calendar year, develop annual events and sponsorships plan; concepts and schedule, in consultation with the CEO and with the input of staff i.e. at staff meetings.

Event Production:**Coordinate Leaders Lunches (4-6 per year)**

- Create yearly schedule of monthly luncheon events and sponsorship plan.
- Book venues and confirm all equipment and catering requirements.
- Obtain and confirm speakers, panelists or presenters for each luncheon.
- Create lunch speaking notes for CEO and President.
- Prepare and distribute all promotions and communications as outlined in sponsorship agreements.
- Maintain registration records from all sources including website, telephone and email.
- Ensure registration and payments are tracked and up to date in the Chamber's CRM in coordination with Administration.
- Complete all other duties as per detailed events check list.

Coordinate monthly Business After Business Events (8-11 per year)

- Maintain annual schedule and plan for Business After Business (BAB) community hosts
- Secure hosts and hosting agreements
- Create speaking notes for CEO and President.
- Promote event through Chamber communications.
- Manage registrations and on-site event execution including responsibility for all details and coordination.

Support of the Company of Young Professionals and Entrepreneurs + Women's Leadership Council
Events (4-6 per year)

- Work to provide event logistics support for WLC/ CYPE networking events similar to the Business After Business concept. Other events support may include such as for: workshops, multi Chamber events, special event concepts.
- Work with Business Engagement to coordinate WLC/ CYPE Program sponsorship with the support of the CEO as needed.

Other Social Events + Networking Minglers (As-assigned)

- Is the lead staff person to coordinate the execution of the events.
- Assists with venue booking, food and beverage coordination, events page set up and registration, as well as marketing and promotions for the event.
- Create speaker's speaking notes and event agenda.

Signature Events:

Industry Bus Tours (Agriculture & Manufacturing)

- Work with the Chamber's Committees/ Event Task Groups on tour itinerary, venues, concepts, and innovative sectoral engagement ideas.
- Coordinate all event logistics; tour stops, lunch, speakers, volunteers, bus guides and transportation.
- Create lunch speaking notes for CEO and President.
- Secure sponsorships and attendance levels as per annual events and sponsorship planning.
- Manage registrations, on-site event execution and payment records.
- Arrange and coordinate Chamber group bus tour operator(s) for day of tour execution.
- Promote event through Chamber communications.
- Prepare thank you letters to each sponsor and the speaker in alignment with the Chamber's sponsorship relationship management protocol.

Golf Tournament (1 per year in September)

- Arrange all event logistics.
- Book venue and liaise with Ledgeview Golf Club including on placement of all signage.
- Arrange foursome reservations and golf carts for participants and prepare hole assignment sheets.
- Process registrations and track payments as received.
- Arrange day of event support from volunteers to assist with registration, raffle sales and other duties as required.
- Prepare a rules sheet for participants to receive at check in.

- Prepare agenda for the day and evening and track winners of major prizes.
- Create speaking notes for CEO and President.
- Arrange and number all prizes on tournament day.
- Solicit and collect prizes for grand prize raffle and golfers' prize table.
- Order signage for all sponsors individually and one for all sponsors collectively.
- Organize lunch and dinner portions of the event.
- Obtain all sponsorships as required and in the event plan and budget/revenue plan.
- Prepare thank you letters to each sponsor and the speaker in alignment with the Chamber's sponsorship relationship management protocol.

Abbotsford Business Excellence Awards (1 per year in November)

- Create annual BEA workplan and budget in consultation with the CEO.
- Secure sponsorships and attendance levels as per BEA budget and in alignment with the annual events and sponsorship plan.
- Act as Chair of the Business Excellence Committee and work with its volunteers to support planning and event execution.
- Administer the BEA nominations and judging process:
- Coordinate all event planning and execution, including but not limited to:
 - Event set up for décor, lighting, staging and audio/visual requirements.
 - Arrange seating plan, ticket sales and tracking.
 - Order awards and nominations, plaques and display.
 - Prepare BEA program, agenda and script for the evening including event speakers, Emcee, nominees, recipients and sponsor announcements.
 - Prepare thank you letters to each sponsor and the speaker as per the Chamber's sponsorship relationship management protocol.

Sponsor Coordination & Recognition

- Adhere to the Chamber's sponsorships annual renewal cycle in the administration of sponsorship proposals, engagement and thank you letters, and fulfillment reports.
- Work with the CEO to organize records of Chamber Pillar Sponsors, Community Engagement Partners, WLC, CYPE Program Sponsors, Agriculture Bus Tour Sponsors, Golf Tournament, Business Excellence Awards Sponsors, and Contra-Agreements.
- Keep track of all sponsorship agreements and ensure Chamber fulfillment throughout the year.

Reporting and Administrative Duties:

- Provide events reports and information to the CEO as requested.
- Responsible for the set up/take down and signage for Chamber events.
- Provide back-up assistance in the office during periods of leave and absence.

Work Schedule & Hours: Monday-Friday, 8:30am-4:30pm (37.5 hours per week)

- Expected to attend a limited number of outside regular business hours events as required.
- Expected to work additional time or to adjust regular hours when work requires (pre-approval required). Time in lieu earned is generally expected to be taken within the same pay period.
- Standard vacation and leave provisions (details outlined in employment contract and Chamber Staff Core Policy Manual).

To apply please send a cover letter and resume to hello@abbotsfordchamber.com