



Overview:

The National Campus and Community Radio Association/ l'Association nationale des radios étudiantes et communautaires (NCRA/ANREC) is a not-for-profit group committed to volunteer-driven, non-profit, community-oriented radio across Canada.

We help campus and community radio stations get and stay on-air, help amplify underrepresented voices, foster and celebrate compelling local grassroots radio, and connect stations so they can better serve their communities. We currently represent more than 100 members, from CHMR-FM in St. John's, NF to CICK-FM in Smithers, BC.

We are seeking a part-time conference coordinator to work with the NCRA/ANREC specifically related to our National Campus/Community Radio Conference May 30th - June 2nd in Calgary, AB. The position will be working in coordination with the NCRA/ANREC Executive Director, CJSW-FM (Host Station) and our conference committee to oversee organizing housing, food service, meeting space, welcome event, awards gala and guest speakers. Travel, accommodations and per-diem will be covered by the NCRA/ANREC if travelling for work.

Key Responsibilities

- Oversee meeting booking, cancellation, and postponement orders.
- Plan and coordinate all activities to successfully execute meetings and conferences.
- Coordinate guest speakers, keynotes and workshops.
- Obtain meeting request orders, book meeting rooms and send confirmations to clients.
- Determine participant counts and accordingly book the right-sized meeting room.
- Process all other additional requests such as room set-up, catering needs and audio/visual device requirements.
- Maintain high level of professionalism and competence when dealing with participants.
- Obtain client feedback and make appropriate changes for improvements.
- Submit invoices for caterings, equipment, and other amenities to clients.
- Resolve booking conflicts in a timely and accurate fashion.
- Escalate complex booking issues to Managers for immediate resolutions.
- Ensure that meeting rooms are set up with requested amenities and AV devices.

- Greet the participants and direct them to meeting rooms.
- Address new requests of host before and during meetings.
- Respond to client calls and e-mails related to meeting set-up.
- Manage and oversee our CRABO Awards Gala, in coordination with the NCRA/ANREC Staff and CJSW

Qualifications:

- Preference for hosting 2 conference planning and management events.
- Highly responsible and reliable with exceptional attention to detail.
- Work or volunteer experience at one or more campus or community radio station in Canada is an asset, with Experience with anti-oppression work.
- Proven track record of achieving and exceeding goals.
- Bilingualism in written and spoken French and English is ideal, though English is required.

Wage: \$25/hour starting at 10 hours/week increasing hours with at least 2 weeks of full-time work in Calgary, AB in late May/Early June.

Start Date: January 16, 2023 (Negotiable)

End Date: June 23, 2023

Position: Part-Time to Full-Time Limited Contract

Working Conditions: The position will be mostly working remotely, anywhere in Canada, with a preference for Calgary.

How To Apply:

The NCRA/ANREC, in accordance with its Statement of Principles, encourages applications from under-represented communities, including women, Native peoples, people of colour, lesbians and gays, people with physical and mental disabilities, people living with HIV/AIDS, and people whose age, education, or economic status may be a barrier to employment. The NCRA/ANREC does not discriminate on the basis of race, sexual orientation, religion, age, ability, or class.

Please submit a cover letter and resume to barry@ncra.ca with the application title **“Conference Coordinator”**. **Applications will remain open until December 4th, 2022.** Interviews will take place in the first two weeks of December between noon and 4pm Eastern.

Everyone is thanked for applying; however, only those selected for an interview will be contacted

Barry Rooke - Executive Director NCRA/ANREC