

Call for Expression of Interest

Business Excellence Awards Event Manager Contract Position

The North Vancouver Chamber hosts a *Business Excellence Awards* (BEA) celebration each year to recognize excellence in the local business community. This event has taken place for more than 20 years and includes a wide range of strong community partners, sponsors and participants, including local businesses, Capilano University and the North Vancouver municipalities. In 2020, the traditional award and gala format was changed to a virtual *COVID-19 Local Leaders Awards*, to acknowledge those who stepped up during the pandemic.

In 2021, the NV Chamber is looking to refresh the Awards and is seeking a new Business Excellence Awards Events Manager. They will help to create a fresh image, through both an online and face-to-face experience that will reflect the excellence in our business community.

The BEA Event Manager will be responsible for all aspects of the North Vancouver Chamber Business Excellence Awards, including planning, management and implementation. This includes planning, coordinating and executing logistics, reporting, supplier, partner, and sponsorship management. We are looking for a hands-on approach to the management of the entire process, and an interest in being involved in the events creative development in following years.

Application:

- **Application Deadline: 22nd January 2021**
- If interested, please forward a copy of your Expression of Interest cover letter and resume via email to hr@nvchamber.ca ; noting "Event Manager – Business Excellence Awards" in the subject line. No phone calls or personnel agencies please.
- We thank all applicants for their interest, however, only those selected for further discussion will be contacted.