



## Manager, Operations & Events

The Assistant Manager, Operations & Events for the Canadian Society for Unconventional Resources is responsible for helping and creating operational and event budgets in collaboration with the President; assure the Society's event budget obligations are met as well as plan, manage and execute the Society's events. In addition, this role performs the following duties related to the society's operations and events:

- Marketing Events and Functions
- Society Communications
- Public Relations and social media
- Membership engagement
- Office administrative duties

Reporting to the President, this position's primary responsibility is to ensure organizational effectiveness by providing leadership primarily for the Society's event functions and membership engagement.

### ***Key Responsibilities:***

- Play a role in long-term planning for the organization.
- Development and maintenance of individual event program budgets.
- Pursue potential sponsors for events and work on Society's yearly sponsorship objectives.
- Regularly identify potential new members and initiate contact and facilitate information meetings with management.
- Regular meetings with the President regarding event planning and membership.
- Provide the President with Executive Assistant duties as required.
- Marketing, communications, and public relations for the Society.
- Events organization

### ***Responsibilities by Function***

#### **Logistics Management**

- Provide logistical support to employees and consultants as required.

#### **Financial Management**

- Help the President preparing the event budgets for all CSUR functions. These budgets will be approved by management prior to each event.
- Ensure equipment, supplies, etc. are procured within CSUR budget.



- Along with the contract accountant, manage day to day processing of accounts receivable and payable, producing reports as needed from the Registration System, and reconciling events with accounting.

### Organizational Effectiveness

- Formulate ideas on how to make the optimum use of resources for the Society.
- Refurbish Society's website and expand the Society's presence in social media to the extent it is practical. A basic knowledge of html is necessary.

### Organizational Leaders

- Working with management, identify potential Society members and sponsors. In coordination with the President initiate contact and facilitate information meetings.
- Act as 'Executive Assistant' to President by following through on his requests to register him for external events, reply to emails, forward emails, especially to the board.

### Events & Committee Management

- Research event space, negotiate rates, book venue.
  - Develop an event plan and program with the Technical Coordinator's help (and with direction from committee, if applicable).
  - Organize and facilitate all committee meetings. This includes sending out invites, note taking and dissemination of minutes and action plans.
  - Create and maintain event budgets, in conjunction with accounting, for all events and special initiatives.
  - Prepare and manage production of event material(s) as required.
  - Manage registration and on-site services.
  - Coordinate event with various vendors/subcontractors (AV, catering, print and electronic materials).
  - Update CSUR website with event listings.
  - Communicate and coordinate with speakers, sponsors and/or exhibitors.
  - Advertise the event in our social media, through Partners and Newsletters.
  - Develop content for advertisements, both print and electronic.
  - Organize material pre-event's date.
  - Compile and coordinate mail-outs and email blasts.
  - Coordinate and manage collaboration with partner organizations.
  - Create and assist webinars. Background arrangements before and during the webinar is your responsibility.
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- Technical Advisory Committee Management includes:



- Preparation and distribution of committee notices, agendas, minutes and supporting materials;
- Collect and coordinate committee documents initiating appropriate actions;
- Assist committee chair(s) with meeting details and provide consistent communication with committee members;
- Participate in committee meetings as a liaison, support and note taker.

### Marketing Management

- Build newsletters and distribute it in a timely manner.
- Keep CSUR's social media and website active.
- Ask partners to advertise our events.
- Help partners advertising their material and events.
- Keep mailing-list updated

### Membership Management

- Work with the President to build a membership package every year.
- Send membership package and track membership payments.
- Follow-up with members who hasn't renewed their annual membership.
- Follow-up with members after the renew.
- Keep membership status updated in the membership management system.
- Help members to create/update their account.

### *Qualifications*

- 7+ years relevant experience, oil & gas experience would be beneficial, non-profit experience is preferred but not necessary.
- Self-motivated and independent while working on multiple projects concurrently. Ability to multi-task is essential.
- Membership service oriented; excellent interpersonal and communication skills.
- Excellent computer skills and proficient in MS Excel, MS Word, MS Outlook, and ability to quickly adapt to new systems and programs.
- Basic accounting, finance and html knowledge.
- A demonstrated commitment to high professional and ethical standards within a diverse workplace.
- Excels at operating in a fast paced, team environment and able to initiate new ideas and concepts.