

Events Coordinator, PD & Events

2026/2027

Role Title:	Events Coordinator, PD & Events
Reporting to:	Damilola Onime, Director, Professional Development and Events
Role Summary:	IABC Calgary is recruiting two Events Coordinators to support the planning and delivery of professional development sessions across the year: sourcing speakers, building event briefs, tracking budgets, and staffing registration and AV on the day. Includes the opportunity to lead one session from concept to delivery.
Level of Expertise:	Mid-level communicators building program or project management experience, or early-career communicators who specifically want this experience and can work independently once direction is set.
Time Commitment:	Averages 3 to 5 hours per month for planning support across the year's PD sessions, plus 2 to 3 hours on the day for sessions staffed directly. Full ownership of a session brings a heavier commitment, front-loaded during speaker sourcing and back-loaded near the event date, within that session's 6 to 8 week planning window.
Duties & Responsibilities:	Supports IABC Calgary's professional development sessions across the year, from planning through delivery, with the opportunity to lead one session from concept to delivery. Across the year: • Support event brief development: agendas, panel questions, and logistics • Track budgets against the approved line for one or more sessions • Help negotiate venues and vendors: space, catering, or speaker gifts • Coordinate with Marketing and Content and PD on Eventbrite setup, event graphics, and promotional timelines • Staff registration, check-in, room setup, and AV support on event days

Experience & Skills:	Suited to volunteers who want both the strategic planning and the on-the-ground delivery side of events. • Experience planning or coordinating an event, project, or program is required, whether professional, volunteer, or academic. • Experience initiating outreach to potential speakers and following up professionally is required. • Basic budget tracking at the spreadsheet level is required. • Availability to arrive 30 minutes before doors open and stay through close on event days is required. • Basic AV troubleshooting experience is an asset, not required. • Experience with Eventbrite or another ticketing platform is an asset, not required.
Benefits of Volunteering with IABC Calgary:	• Support multiple professional development sessions across the portfolio over the year, from planning through delivery, with the option to lead one from concept to delivery • Direct experience translating a broad topic into a specific strategic angle for a defined audience • Direct mentorship from the PD and Events Director throughout the term • An expanded network across Calgary's communications sector