



## Baffin Regional Chamber of Commerce

Building 987-C • PO Box 59 • Iqaluit, Nunavut • X0A 0H0  
Phone (867) 979-4654 • Fax (867) 979-2929  
[www.baffinchamber.ca](http://www.baffinchamber.ca)

### Employment Opportunity Iqaluit

#### Manager, Events & Member Services

The Baffin Regional Chamber of Commerce (BRCC) advocates on behalf of business in the Qikiqtaaluk Region of Nunavut.

#### Job Description:

The BRCC is currently seeking a qualified, outgoing, and energetic individual for the exciting position of Manager, Events & Member Services. The responsibilities of the successful applicant will include (but not limited to):

- Organize various meetings and events (internal and industry-related), including the following key organizational events: Nunavut Trade Show and Conference, Northern Lights, Charity Gala, Shop Local Program and Support the attraction and development of new events.
- Coordinate third party on-premises meetings, events, and bookings.
- Promoting events and other Chamber activities through social media and other tools.
- Manage the development and administration of the BRCC's member services and benefits program.
- Plan and execute annual membership attraction and retention drive(s).
- Seek out and secure new member benefits programs.
- Liaise with BRCC members, clients, and suppliers.
- Support the work of staff and volunteers as it relates to events and member services.
- Delivery of exceptional communications and customer service to BRCC stakeholders.
- Support the day-to-day operations of the BRCC as required.

#### Qualifications:

- University degree or college diploma in business or office administration, communications, or a related discipline (applicants with a combination of education and experience will also be considered).
- Experience in event management and/or coordination is an asset.
- Excellent communications skills, both oral and written, are a must.
- Effective multitasking and time management skills required.



## Baffin Regional Chamber of Commerce

Building 987-C • PO Box 59 • Iqaluit, Nunavut • X0A 0H0

Phone (867) 979-4654 • Fax (867) 979-2929

[www.baffinchamber.ca](http://www.baffinchamber.ca)

- Strong computer skills in Microsoft Office, various social media networks, and WordPress.
- Valid driver's license and access to a reliable vehicle.

The BRCC offers a competitive compensation and benefits package, partly based on the qualifications and experience of the successful candidate.

Position will be advertised until filled. Only those applicants that qualify for interview will be contacted.

Forward resume to:

Mail: Baffin Regional Chamber of Commerce  
P.O. Box 59,  
Iqaluit, NU  
X0A 0H0

Fax: (867) 979-2929

E-mail: [execdir@baffinchamber.ca](mailto:execdir@baffinchamber.ca)