



ACEC-SK Manager of Governance and Engagement Job Description

About ACEC-SK

ACEC-SK, the leading advocate for consulting engineering and geoscience firms in Saskatchewan, is seeking a Manager of Governance and Engagement. This role supports the organization's strategic goals by providing administrative assistance to committees, managing events, and overseeing office operations. Responsibilities include collaborating with the Executive Director and committee members on event planning, managing logistics, fostering relationships with volunteers and vendors, and supporting membership renewals. ACEC-SK promotes the value that consulting engineering firms bring to the economy, environment, and society, with members offering a range of services, from engineering project design to expert consultancy.

Job Responsibilities

1. Committee Governance:

- Provide administrative support, planning, and execution of strategic priorities, meetings, events, and reports for committees.
- Maintain and organize the online database.
- Assist committee chairs with necessary documents and information.
- Build strong relationships with over 200 volunteers to advance the association's mission.
- Establish rapport with volunteers, understanding their needs and assisting where possible.

2. Event Management:

- Collaborate with the Executive Director, committee chairs, and members to develop event concepts.
- Manage all aspects of internal and external events: booking, planning, coordinating, executing, and reporting.
- Cultivate and maintain relationships with venues, vendors, and sponsors.
- Review venue contracts, ensuring awareness of clauses like cancellations, parking, or restrictions that may affect the event.
- Support the creation of sponsorship packages, select catering, manage registration software, and oversee event deadlines.
- Handle registration management, including tracking tools, substitutions, and cancellations.



- Provide on-site support: manage registration desks, coordinate with banquet staff, and ensure event setup and takedown are properly executed.
- Offer administrative support for in-person, hybrid, and virtual events, including industry seminars, client receptions, recruitment events, and community-sponsored activities.
- Coordinate all event phases, from planning to execution, including budgeting, site selection, promotions, vendor management, logistics, and post-event debriefs.

3. Membership:

- Assist the Executive Director with annual membership renewals, communications, and other member-related needs.

4. Office Administration & Operations:

- Manage phone and email inquiries, directing them to the appropriate staff member.
- Engage positively with members and ensure smooth office operations.
- Oversee event budgets, data entry, and collection of overdue invoices.
- Perform general administrative duties as needed.

Note: This position requires travel.

Qualifications:

- Minimum of 3 years' experience in an administrative or similar role.
- Recognized education in Business Administration or related studies, or equivalent experience.
- Significant experience in event management.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook), with strong skills in Excel and mail merge.
- Knowledge of basic accounting tasks.
- Highly detail-oriented, organized, and self-motivated.
- Excellent written and verbal communication skills.
- Strong member-service and customer-service orientation.
- Ability to work independently and collaboratively within a team.

Other:

To apply, please send a cover letter and cover letter and cover letter and resume to mcooper@acec-sk.ca