



KAMLOOPS & DISTRICT CHAMBER OF COMMERCE

Programs and Events Coordinator Kamloops & District Chamber of Commerce

Full-Time | Permanent | 37.5 hours/week

Salary: \$45,000–\$50,000

About the Chamber

The Kamloops & District Chamber of Commerce is the voice of over 700 businesses across our region. We work to connect, support, and advocate for our members through events, programs, and strong relationships with all levels of government.

We're a small, dedicated team that takes pride in delivering real value and showing up for our business community every day.

About the Role

The Programs and Events Coordinator is at the heart of how we bring our business community together.

This role is about creating experiences. It's about delivering events and programs that are well-organized, welcoming, and meaningful for our members. From small networking events to larger signature initiatives, this position plays a direct role in how the Chamber shows up in the community and delivers value to its members.

What You'll Be Responsible For Planning and Delivering Events

You'll coordinate and execute a range of Chamber events — from networking socials and workshops to larger signature events. This includes logistics, adhering to the budget to meet the Chamber's revenue goals, timelines, vendor coordination, and on-site execution.

Creating Strong Member Experiences

You'll help ensure every event feels organized, welcoming, and worthwhile for attendees. You'll think through the details that make events run smoothly and leave a positive impression.

Overseeing Programs and Initiatives

You'll execute the delivery of Chamber programs, including workshops, committees, and special initiatives that support business growth and connection.



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Securing and Working with Partners and Sponsors

You'll secure event sponsors to meet budget goals, coordinate with speakers, sponsors, venues, and community partners to ensure expectations are clear and relationships are maintained.

Supporting Promotion and Communications

You'll work closely with the team to ensure events are well-promoted and clearly communicated to members.

Showing Up and Supporting Delivery

You'll attend and support events, including some evenings, and play an active role in on-site coordination and troubleshooting as needed.

What We're Looking For

- Someone who enjoys planning, organizing, and bringing people together
- Strong attention to detail and ability to manage multiple priorities
- Comfortable working in a fast-paced, event-driven environment
- Confident coordinating logistics and working with vendors and partners
- Familiar with CRM systems, Canva, and Microsoft Office
- Self-directed, reliable, and solutions-oriented
- Professional, approachable, and community-minded

Requirements:

- Primarily in-office role
- Willingness to attend and support evening events
- Valid driver's license and access to a vehicle
- Education in business, event management, or a related field

What You Can Expect

- Health benefits after 3 months
- Employer-paid parking
- A supportive, small team environment
- The opportunity to play a meaningful role in Kamloops' business community

To Apply:

Submit your resume and cover letter by **Sunday, April 12 at 11:59pm**

To: Acacia Pangilinan, Executive Director

acacia@kamloopschamber.ca

778-257-5900