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EVENT COORDINATOR
POSITION DESCRIPTION

IDENTIFICATION

Position Title:	Event Coordinator
Reporting to:	VP, Program Operations
Status:	Full time permanent
Location:	Banff; Canmore, AB

Cantrav Services Inc. is Canada's leading destination management and event production company. We specialize in corporate meeting, incentive travel and special event planning operating in Vancouver, the Okanagan, Victoria, Whistler, Banff, Montreal, Quebec City, Ottawa and Toronto. With a leading-edge creative approach, we embrace the latest venues, locations, technologies and activities to deliver the most unique experiences possible, constantly fine-tuning our processes to work smarter and more efficiently as a company. Trusted across Canada, we continue to deliver programs that go beyond the expected and leave a lasting impression.

POSITION DESCRIPTION AND OPPORTUNITY

Cantrav is seeking an organized, adaptable, and highly motivated Event Coordinator to support both our Program Operations and Event Production teams.

This role is ideal for someone who thrives in a dynamic environment, enjoys variety in their day, and is willing to jump in wherever needed to help the team succeed. The Program Coordinator provides logistical, administrative, supplier, and operational support while working closely with Program Managers and other departments to ensure programs are delivered seamlessly.

We're looking for a team player with a positive attitude, strong attention to detail, and a "yes, can-do" approach to problem-solving.

RESPONSIBILITIES

- Support Program Managers and Event Managers with the planning, coordination, and execution of client programs.
- Coordinate program logistics, including transportation, accommodations, dining, activities, social event design/installation and entertainment booking and management.
- Liaise with suppliers and partners to obtain information, confirm services, and manage program deliverables.
- Prepare and maintain operational documents including manifests, schedules, service orders & BEOs, and program materials.
- Provide administrative support for ongoing projects and day-to-day operations.

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- Assist with proposal preparation, research, and other business development initiatives as required.
- Support onsite event operations and staffing requirements when needed.
- Develop knowledge of destinations, venues, suppliers, and program logistics.
- Assist various departments across the organization to support overall company objectives.
- Take ownership of assigned projects and contribute to continuous process improvement.
- Participate in special projects and perform other duties as required.

SKILLS & QUALIFICATIONS

- Strong organizational and time management skills.
- Excellent verbal and written communication abilities.
- Ability to manage multiple priorities and adapt to changing circumstances.
- Detail-oriented with strong problem-solving capabilities.
- Comfortable working independently and as part of a collaborative team.
- Proficient with Microsoft Office, including Excel, Word, Outlook, and PowerPoint and AI tools.
- Experience in events, hospitality, tourism, travel, or project coordination is considered an asset.
- Knowledge of Quebec (Montreal and Quebec City) is an asset.
- Valid Class 5 driver's license required, with the ability to travel to program sites, venues, and supplier locations as needed.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Ability to perform light lifting and assist with event setup when required.
- Ability to stand, walk, and move throughout event venues for extended periods.

COMPENSATION

Total compensation is based on qualifications and experience – ranging from $55,000 to $65,000.

To apply: email careers@cantrav.com