



VOLUNTEER OPPORTUNITY

Event Logistics Volunteer

The Event Logistics Volunteer supports the planning and execution of Supply Chain Canada events by assisting with event coordination, venue logistics, attendee experience, and on-site operations. This role is ideal for individuals who enjoy organizing details, working collaboratively, and contributing to successful member events.

KEY RESPONSIBILITIES

- Assist with event planning and coordination activities.
- Support venue research, vendor communications, and logistical arrangements.
- Help coordinate registration, attendee check-in, and event materials.
- Assist with event setup, teardown, signage, and room preparation.
- Support speakers, sponsors, and exhibitors during events.
- Monitor event timelines and assist in troubleshooting logistical issues.
- Participate in event debriefs and recommend future improvements.

SKILLS & QUALIFICATIONS

- Strong organizational and time-management skills.
- Ability to manage multiple tasks in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Attention to detail and problem-solving abilities.
- Experience with event planning is an asset but not required.
- English proficiency sufficient for a professional environment.

Interested in this role?

Scan the QR code to sign up or learn more about volunteering with Supply Chain Canada West.



Scan to apply or hit the link [HERE](#)