

<b>Title:</b>	Contract Event Planner & Facilitator
<b>Classification:</b>	10 Hours per week
<b>Terms:</b>	ASAP – September 30, 2025
<b>Wage:</b>	\$30 per hour
<b>Reports to:</b>	Director of Operations

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## POSITION SUMMARY & PURPOSE

Are you passionate about supporting families of school-aged children with disabilities and creating inclusive learning opportunities? The Family Support Institute of British Columbia (FSI) is seeking a Contract Event Planner & Facilitator to coordinate and manage the 2025 Summer Institute.

Summer Institute is a 3-day, bi-annual event held in August, dedicated to fostering inclusive learning environments and strengthening family engagement. This fully virtual gathering brings together educators, families, and school-based teams and shares innovative strategies, and collaborative approaches in inclusive education. Through in-depth training or a particular strand topic combined with keynote presentations. Summer Institute provides a platform for knowledge sharing, networking, and advocacy.

More information can be found at [FSI Summer Institute](#).

This role requires a highly organized and detail-oriented professional who can oversee all aspects of event planning, logistics, and facilitation to ensure a seamless and engaging experience for participants. The successful candidate will collaborate closely with the FSI team, presenters, and community partners to execute a high-quality learning event that supports inclusive education and family engagement.

## RESPONSIBILITIES

- Develop and manage sponsorship relationships to support the event and enhance participant experience.
- Develop and manage the overall event plan, timeline, and logistics for the Summer Institute.
- Coordinate with speakers, facilitators, and panelists, ensuring seamless scheduling and support.
- Oversee event registration, participant communication, and troubleshooting during the event.
- Facilitate live virtual sessions, including moderating discussions and managing participant engagement.

- Ensure accessibility features are in place, such as captioning, ASL interpretation, and other accommodations.
- Work closely with the Director of Operations and other team members to align the event with FSI's mission and goals.
- Manage event technology, including virtual meeting platforms, ensuring a smooth user experience.
- Coordinate with marketing and communications teams to promote the event and drive participation.
- Develop post-event reports, including participant feedback and key learnings for future improvements.
- Provide administrative support related to event execution, such as budget tracking and vendor coordination.

## **REQUIRED QUALIFICATIONS**

- Proven experience in event planning, coordination, and facilitation, preferably in a virtual setting.
- Strong knowledge of online event platforms (e.g., Zoom, MS Teams, Microsoft 365) and virtual engagement tools. Knowledge of the EZ Reg platform would be beneficial.
- Ability to manage multiple tasks and deadlines effectively.
- Knowledge of accessibility requirements and inclusive event planning best practices.
- Excellent verbal and written communication skills.
- Experience working with diverse communities, including individuals with disabilities and their families, is preferred.

## **SKILLS & EXPERIENCE**

- Strong organizational and problem-solving skills.
- Ability to work independently and collaboratively in a remote environment.
- Experience moderating and facilitating discussions in a professional setting.
- Proficiency in digital tools for event planning and communication.
- Ability to remain calm under pressure and troubleshoot live event challenges.

## **WORKING CONDITIONS**

- This position must be flexible in terms of daily/weekly work hours (extended or varying), with tasks often being of a time-sensitive nature.
- This is a remote-work position; candidates must have a reliable internet connection, a computer with video conferencing capabilities, and a quiet space suitable for hosting virtual events.

## **DURATION OF CONTRACT**

This is a contract position running from ASAP through September 30, 2025 with the opportunity, if appropriate, to renew for another contract for the 2027 event.

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This position description outlines the key responsibilities for the role and is not meant to be exhaustive. The activities, responsibilities and obligations of this position may be modified from time to time, through discussion between the supervisor and the team member to effectively meet the requirements of Family Support Institute of BC.

*The Family Support Institute of British Columbia is strongly committed to cultural safety, equity, diversity, anti-racism, and to being a welcoming and inclusive workplace. We encourage individuals from all backgrounds to apply and join us in our mission to create a more inclusive and empowering future for all.*

**Please apply with cover letter and resume to:**

**Patti Mertz**  
**Director of Operations, FSIBC**  
[pmertz@fsibc.com](mailto:pmertz@fsibc.com)