

ABPBC

JOB OPPORTUNITY

Program Manager – Association of Book Publishers of BC

ABOUT THE ABPBC

[The Association of Book Publishers of British Columbia \(ABPBC\)](#), a trade association of 27 BC-owned book publishing companies, is seeking a Program Manager to plan and execute programs and events that serve the needs of the diverse BC book publishing industry and engage with book-related communities in British Columbia, Canada, and beyond.

You will be joining the Association at an exciting time when we are looking to align and evolve our programming and activities based on the strategic goals set out in our [2021-2024 Strategic Plan](#).

We are a small office of two full-time and one part-time staff, with additional support provided by contractors. As the Program Manager, you will work directly with industry partners, our member publishers, and report to the Executive Director.

We are looking for a resourceful, detail-oriented person, who is comfortable tracking project timelines, budgets, and deliverables, and has a strong sense of effective marketing strategies. You are a creative problem solver, who is audience-engaged, and passionate about raising the profile of BC book publishers. We strongly encourage applicants from diverse backgrounds to apply.

RESPONSIBILITIES

The Program Manager's responsibilities are split between program management and event coordination, marketing and promotions, and administrative duties.

Program management (35%)

You are the lead on all ABPBC programs, which work to develop an awareness and appreciation of BC books among different audiences. Programs include the Association's Read Local BC campaign (readlocalbc.ca), BC Book Day, Poetry in Transit, educational and library marketing initiatives, and our collective marketing initiatives. You are responsible for:

- Tracking project budgets, timelines, and deliverables
- Communicating with and overseeing the work of contractors and other project partners
- In coordination with our Project Assistant, overseeing the design and production of marketing materials including printed matter (ads, informational and promotional material) and swag (bookmarks, stickers, tote bags, etc.)
- In coordination with our Executive Director, evaluating programming success and giving input on areas of improvement
- Supporting the management of new programs as they may arise

Events Coordination (25%)

You support the planning and execution of all public-facing ABPBC events including professional development panels and seminars for our members, our annual ABPBC awards night, our annual retreat, and other industry-facing events such as Word Vancouver and Creative Industries Week. You are responsible for:

- Coordinating venue bookings, catering, and other event logistics such as event registration management, A/V, accessibility, etc.
- Coordinating travel support for staff, board, and members including managing group bookings, travel subsidies/reimbursements, on-the-ground event support
- Liaising with presenters, speakers, and authors for panels and author readings with support from the Executive Director
- Coordinating ABPBC's tabling efforts for trade show and festival displays
- Collecting and collating attendee feedback and providing methods for member input into future event planning with support from the Executive Director

Marketing (20%)

You support the marketing and promotion of ABPBC's member and public-facing activities with content and graphic design support from the Project Assistant.

- In coordination with our Project Assistant, plan and execute the marketing and promotion of ABPBC's programs and events
- In coordination with our marketing consultants ZG Stories, support the planning, writing, and assigning of editorial content for our ReadLocal website, newsletter, and social media accounts
- Support the updating of our ABPBC public-facing platforms including social media, newsletter, and website updates

Administration (20%)

- Submit all invoices/expenses related to project management and event coordination on a monthly basis and assist with filing
- Compile results/outcomes and present summative, quantitative, and qualitative reports on work related to projects for funders, board, and wider membership
- Assist with grant applications and reports that pertain to projects
- In coordination with our staff members, assist with member communications including surveys and answering member inquiries, especially as they pertain to projects

REQUIREMENTS

- 1-3 years experience with event planning and program coordination; at least one year's experience working in an office environment
- Demonstrated ability to oversee a project from start to finish, work with various partners and stakeholders, manage timelines and budgets, and report on deliverables
- Basic accounting knowledge, or willingness to learn basics of invoicing and expense reporting
- Exceptional written and verbal communication skills

- Strong time management and organizational skills, including the ability to multitask, adapt to changing priorities, and work with limited supervision
- Enthusiasm for reading, writing, and publishing, and for supporting Canadian publishers in their business pursuits

ASSETS (not required but nice to have)

- Experience with marketing, advertising campaigns, social media and/or website management
- Familiarity with Mac software, Excel, collaboration and project management apps such as Asana, Wordpress, and Quickbooks Online
- Graphic design experience and familiarity with Adobe InDesign

SALARY, BENEFITS, AND TERMS OF WORK

This is a full-time permanent position based in the ABPBC's downtown Vancouver office, 402 West Pender Street.

Occasional travel and evening and weekend work will be required, as will the occasional lifting of boxes. ABPBC staff are currently working a mix of in-person and remote work, and we anticipate that flexibility to continue.

The salary of the Program Manager is \$48,000 / year. A performance and salary review is carried out annually, which typically includes a cost of living increase.

Full-time ABPBC staff receive a benefits package that includes medical, dental, vision, and long-term disability benefits.

The office observes BC statutory holidays and staff are entitled to 2 weeks paid vacation in addition to a one-week holiday closure. Staff are encouraged to access ongoing professional development opportunities and receive the benefit of a broad view of the publishing industry.

Through our [code of conduct](#), the ABPBC is committed to providing a workplace free of harassment and discrimination. We acknowledge that our operations are carried out on the traditional, ancestral and unceded land of the xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

HOW TO APPLY

Please email a cover letter and resume to careers@books.bc.ca by **July 15th, 2022**. Applications and queries will be kept confidential. Please **do not** contact the ABPBC office by phone or by email.

We will begin the interview process at the end of July 2022. We are targeting a start date of **August 15th or 22nd, 2022**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The ABPBC is an equal-opportunity employer and values diversity in the workplace. We encourage applications from all qualified candidates. We particularly encourage applicants who identify as being from diverse communities, including those who identify as Black, Indigenous, and people of colour; people with disabilities; people identifying as LGBTQ2S+, and people facing economic barriers.