



## **13575 – Event Technician (13575)**

**Closing date:** July 17, 2026

**URL:** <https://successbc.bamboohr.com/careers/996>

At S.U.C.C.E.S.S., you will be able to grow and develop alongside a diverse team of professionals and enjoy great benefits and perks. Experience what it is like to join a purpose-driven organization and make meaningful contributions to our community. Explore our amazing new opportunities.

**Division:** Integrated Services for Newcomers

**Program:** Career & Youth Services - ACCEP-IEHP

**Employment Type:** Temporary Full-Time (35 hours/week)

**Compensation:** \$27.92 to \$30.20 per hour

**Number of Positions:** 1

### **About the Position:**

The Event Technician is responsible for managing the technical architecture and live execution and post-event data of a virtual health career fair on the Zoom platform. This role involves configuring multiple concurrent sessions, managing breakout rooms for private interviews, and providing real-time technical support to Healthcare Exhibitors and Internationally Educated Health Professionals (IEHPs).

**Reports to:** Senior Program Manager

### **Key Duties and Responsibilities:**

- Sets up and test the Zoom Events platform, including custom registration pages, webinar tracking, and security parameters to prevent disruptions.
- Builds, assigns, and manages dedicated breakout rooms to facilitate confidential, 1-on-1 interviews between exhibitors and IEHPs.



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- Conducts pre-event tech checks with presenters to verify audio quality, lighting, and screen-sharing permissions.
- Acts as the primary technical host to manage attendee entry, spot-light speakers, launch interactive polls, and monitor public/private chat feeds.
- Detects and resolves live technical disruptions, such as echo loops, screen-share failures, or user connectivity drops, without pausing the event flow.
- Trims cloud recordings, exports chat transcripts, and compiles analytical data on attendee registration, attendance length, and poll results.

### **Education Training and Experience:**

- 2-year college diploma in Information Technology or equivalent combination of education and experience.
- Certifications in Zoom platform training certificates such as Digital Event Strategist (DES), or AVIXA Certified Technology Specialist (CTS) is preferred.
- Experience in managing the full lifecycle of online events, including pre-event testing, breakout room setup, and polling configuration.
- Experience in managing multiple virtual sessions or parallel digital projects simultaneously while maintaining quality, timelines, and participant support.
- Familiarity with digital privacy best practices, especially when handling candidate contact information and digital resumes.
- Strong understanding of operating systems, internet bandwidth requirements, and basic audio/video hardware configurations.

### **Job Skills and Abilities:**

- Good knowledge of Zoom Meetings, Zoom Webinars, Zoom Events, and the Zoom administrative dashboard interface.
- Solid understanding of digital audio signal flow, video framerates, virtual cameras, and hardware-software encoding.





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- Previous experience in troubleshooting critical software or network bottlenecks quickly during live, high-profile broadcasts.
- Professional verbal communication style suitable for prepping executive-level speakers and instructing large audiences.
- Ability to take information from software and programs to create email campaigns and announcements
- Understand online marketing channels (social media, email, SEO) to promote project services
- Excellent multitasking and prioritization skills
- Ability to meet tight deadlines and handle stress
- Excellent interpersonal skills with cultural sensitivity
- Ability to take initiative and be results-oriented
- Ability to be flexible and adaptive to changes
- Ability to work independently and as part of a team

**Additional Information:**

- Criminal Record Check Required
- Ability to work occasionally on weekends and evenings as required

**About S.U.C.C.E.S.S.:**

S.U.C.C.E.S.S. is a multicultural social services agency and registered charity located on the unceded Coast Salish lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, S.U.C.C.E.S.S. has been helping Canadians and newcomers to achieve their full potential on their Canadian journey since 1973. We are one of the largest social service agencies in Canada, with offices in BC, Ontario and internationally/abroad. We offer programs and services in the areas of immigration, newcomer settlement, English-language training, employment and entrepreneurship, family, youth and seniors programming, health education, community development, affordable housing and seniors care.





**S.U.C.C.E.S.S.**

At S.U.C.C.E.S.S., we take care of our communities and our people!

Our staff is the source of our success and we make it a priority to ensure work-life balance for our staff. We offer a range competitive and comprehensive benefit packages to ensure the well-being our staff. Subject to the type of employment, benefit packages may include:

- paid time off ‘monthly wellness days’ (up to 12 days per year)
- additional agency holidays (2 additional statutory holidays)
- 3 weeks annual vacation (starting) and up to 6 weeks (maximum)
- company-funded pension (GRRSP)
- extended health & dental plan
- employee & family assistance programs
- access to wellness programs, and more

S.U.C.C.E.S.S. is an equal opportunity employer. We are dedicated to building an inclusive environment that embraces diversity of thought, backgrounds and experiences. We are committed to the equitable treatment of all individuals and will continue to embed diversity and inclusion principles within our policies, procedures, services, and activities.

**Interested applicants should submit their applications by 11:59PM, July 17, 2026.**

While we appreciate all applications, only those selected for an interview will be contacted.

