

Community Manager



Position Overview

The role of AceTech Ontario's Community Manager has 3 interesting components: Digital Marketing, Event Management and Administration. In this position, you will be responsible for assuring the AceTech Ontario's community is organized and valuable for it's members. You will get to work with our Technology Leaders to plan and execute their Roundtables and work with our Executive Director on AceTech's signature events. You will also get to run our social media channels and help with Marketing and PR. Finally; you will provide administrative assistance to the organization by working with our CRM system, helping set up new members and managing our website and member database .

Responsibilities and Deliverables

- Work with our Roundtable leaders to book Roundtables, set agendas and invite members
- Help assure Roundtable have consistent and maximum attendance by keeping them organized (sending reminders, keeping track of attendance)
- On occasion you may be required to help a Roundtable set up AV and greet attendees
- Participate in all AceTech events including the Annual Retreat
- Arrive at events early to set up and help with registration and attendance
- Assist the Executive Director with Event planning and preparation
- Prepare AceTech Ontario's Monthly Member Newsletter
- Lead our Social Media and managing our Online presence and Member's only Facebook group
- Keep the AceTech Ontario website up to date, working with web/graphic designer when needed
- Set up and run the AceTech Blog
- Set up new members in the CRM System and invite them to AceTech's Facebook, Twitter and LinkedIn
- Assist with the development of Press Releases and Promotional material
- Manage the membership list, distribution lists and constant contact database
- Help to manage and improve efficiency with the CRM System

Organizational Alignment

- This position reports directly to the Executive Director
- Must also work closely with the Director of Growth and Development

Experience

- 1-2 years of experience with event planning or project management
- 1-2 years of Social Media Marketing
- 1-2 years of prior experience in an administrative role

You are a good fit if you

- Love technology and want to meet the people building Ontario's tech companies
- You are super organized and can keep track of multiple events and groups at the same time
- You have experience with Wordpress, Facebook, Twitter, LinkedIn and Blogging
- You know how to manage a CRM and have great attention to detail when it comes to administrative tasks
- You are self-driven and can work with little supervision
- Are great with people and have a passion for entrepreneurs and helping businesses grow

What you'll get from us

- Great opportunity to get to know most of the CEOs, Entrepreneurs, Leaders and other key players in Ontario's Tech Ecosystem
- Flexible schedule and opportunity to work from home
- Competitive base salary, and bonus
- Support towards taking continuing education classes

Company Overview

AceTech Ontario is a not for profit organization dedicated to helping Ontario's technology-based companies become more competitive by providing programmes and opportunities to guide and develop their Technology Leaders. Members enhance their business leadership through the exchange of ideas, strategies and tactics with a close-knit, carefully qualified group of like-minded peers. AceTech Ontario's Mission is to support Technology leaders on their journey to sustained success by facilitating *Conversation That Create Value*. Our vision is for the most successful technology Leaders in Ontario to belong to AceTech.

Between 2008 and 2015 membership has increased from 30 to 100 companies employing over 6000 people and creating over \$1.5Billion in Revenue. Each company has revenues of between \$2million and \$400million and most have double digit annual growth.