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BCTrucking.com
SafetyDriven.ca

Job Title: Training & Events Administrative Coordinator

Reports to: Communications Director

Based: Langley, BC V1M 4A9

Hours: Mon - Fri, 8:30 AM - 5:00 PM

Salary: \$62,500-70,000 (annually)

The Training & Events Administrative Coordinator will support both the BC Trucking Association (BCTA) and SafetyDriven- Trucking Safety Council of BC (SafetyDriven) in the delivery and execution of training programs and events. This dual role offers the opportunity to apply your highly organized and detail-oriented skills across two organizations working together to advance safety, sustainability, and innovation in British Columbia's trucking industry.

Who We Are:

BCTA is a member-based, province-wide, non-partisan, non-profit motor carrier association formed solely to advance the interests of motor carriers in BC. Founded in 1913, BCTA includes among its members for-hire and private carriers hauling every conceivable type of freight. We also represent motor coach, courier, and waste management companies and suppliers to the industry. Through consultation and communication with our industry, government, and the public, BCTA promotes a safe, efficient, and responsible commercial road transportation industry that contributes to the economy of British Columbia.

SafetyDriven is driving to improve safety performance in trucking and related industries. The SafetyDriven team delivers free, confidential advice, along with training, resources, and information. As an approved certifying partner of WorkSafeBC for the Certificate of Recognition (COR), we award COR to employers and owner-operators who show commitment to workplace safety and effective injury management.

This position will be split equally, with 50% of time dedicated to BCTA and 50% allocated to SafetyDriven.

Who You Are:

- Organized and detail-oriented
- Effective communicator and collaborator
- Can adapt to changing priorities with a positive attitude
- Pro-active problem solver
- Customer-service minded
- Passionate about learning and growth

Event Planning & Logistics

Work with the Membership & Events Lead to:

- Manage registrations, attendee tracking, and administrative tasks for events and training programs
- Coordinate venues, catering, accommodations, travel bookings, and suppliers to ensure smooth event execution
- Provide onsite support during events and training sessions
- Oversee and maintain inventory of event supplies, training materials, and promotional swag

Training Program Support:

- Work closely with BCTA and SafetyDriven staff to schedule and coordinate training courses
- Support the delivery of training priorities as directed by staff leadership
- Ensure timely communication with trainers, instructors, and participants

Collaboration & Support:

- Assist in planning and execution of large-scale BCTA events, working directly with the Membership & Events Lead
- Coordinate calendars and align with organizational priorities to avoid scheduling conflicts
- Collaborate on event promotions and marketing materials to increase visibility and attendance
- Provide real-time social media updates during events to engage audiences and highlight participation
- Contribute to projects and initiatives as needed

Reporting & Administration:

- Report directly to the Communications Director
- Provide event wrap-up summaries, including attendance, feedback, and key insights

What You'll Bring:

- Diploma or degree in event management, business administration, or a related field
- 2+ years' experience in event coordination, logistics, training program support, or a related role
- Experience analyzing and using data and metrics to measure training & event engagement metrics
- Proficiency in the Microsoft Office suite, social media platforms, and WordPress
- Strong organizational and multitasking skills; ability to manage several events/programs at once
- Excellent communication skills and a customer-service mindset
- Ability to work occasional evenings to support events

What We're Offering:

- Collaborative and supportive work environment
- Team-oriented culture
- Professional growth and development opportunities
- Competitive salary and benefits package

To learn more about the BC Trucking Association, please visit [BCTrucking.com](https://www.bctrucking.com).

To learn more about SafetyDriven, please visit [SafetyDriven.ca](https://www.safetydriven.ca).

If you are passionate about effective communication, have a strategic mindset, and are eager to make a positive impact in BC's trucking and moving and storage industry, please send resumes to Communications@BCTrucking.com.

We thank you for your interest. Please be advised that only those candidates selected for an interview will be contacted.