

Part-Time Event Coordinator

Role Overview

We are seeking a remote **Part-Time Event Coordinator** to assist in the seamless execution of our events. This role is ideal for someone detail-oriented, highly organized, and passionate about event planning and community engagement. You will work closely with our Director of Events & Ecosystem Development to ensure smooth operations while helping us expand our event presence across key markets.

Responsibilities

- **Event Logistics & Coordination**
 - Own logistics for both one-off and recurring events, including venue sourcing, selection, booking, and follow-ups.
 - Manage vendor communications, including venue coordination, room set-up, catering/menu, AV requirements, and special requests.
 - Maintain an event tracker with key dates, tasks, and stakeholders.
 - Organize pre-event panel calls and run-of-show documents.
- **Marketing & Promotion**
 - Create and set up event pages on Luma.
 - Assist in email and social media promotion creation and scheduling.
 - Upload events to community calendars, Slack/WhatsApp groups, and other promotional channels; build out a list of additional relevant channels over time.
 - Monitor event registrations, flag any attendance gaps or trends, and make recommendations to increase attendance.
- **Post-Event Follow-Up & Reporting**
 - Ensure timely follow-ups with attendees and partners.
 - Assist with data tracking and feedback collection to improve future events.

What We're Looking For

- **1-3 years** of event coordination, operations, or administrative experience, preferably in the startup/tech ecosystem.
- Strong organizational skills and ability to manage multiple events at once.
- Experience with **Luma, HubSpot, Airtable, and Google Sheets** is preferred.
- Strong written and verbal communication skills.
- Comfortable working in a fast-paced, remote environment.

Why Join Us?

- Opportunity to shape and execute events that drive company success.
- Contribute to a thriving tech ecosystem across North America.
- Work with a dynamic, mission-driven team at the forefront of early-stage investing.
- Flexible part-time schedule and working hours.

About Forum:

Forum Ventures is an early-stage fund, accelerator, and community designed to take founders from pre-seed to seed. We back companies across all B2B SaaS verticals with a monetary investment, a dedicated support team, hand picked mentors and a growing community of founders, operators, and investors.

We join founders early on in their journey – usually as the first check in – and we stay by their side as they build, navigate the ups and downs, and go on to do great things. We're a community of B2B SaaS experts, founders and operators here to support founders every step of the way. Forum founders have gone on to raise from funds like Kleiner Perkins, Andreessen Horowitz, General Catalyst, NEA, Emergence Capital, Menlo Ventures, Craft Ventures, Founders Fund, Khosla Venture and more.

Location: Remote, Canada

Commitment: ~10-15 hours per week

Compensation: \$1200 CAD / month

If you are interested in being considered for this role, please email your resume to taylor@forumvc.com.

Forum recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, gender, disability, age, veteran status, and other protected status' as required by applicable law.

Forum's dedication to promoting diversity, multiculturalism, equity and inclusion is more than a commitment- it is the foundation of what we do. And thus we strongly encourage people from ALL backgrounds to apply to this position