



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Speaker Series Coordinator Job Description

Date: 2026-07

Next review date: 2028-07

Type: Assistant

Reports to: Education Director

Term: Two years, but this can be extended upon Board invitation.

Function

To seek out, arrange and coordinate the annual lecture series for EAC/ACB. The lectures could be virtual or in person.

Time Commitment

- Eight to twelve hours a month.

Duties

- To seek out speakers/lecturers that cover a wide range of embroidery topics and organize a schedule consisting of at least four lectures and up to seven lectures per fiscal year.
- Plan the speaker schedule to accommodate the highest attendance possible by scheduling them on weekends and at a time that takes into consideration the 6 Canadian time zones and the time zone of the speaker.
- Work within the approved budget.
- Provide the lecturer/speaker with all necessary information for the lecture, presentation platform, contracts, and payment processes.
- Request lecture advertising materials from the speakers.
- Provide the speaker and lecture advertising materials, which are separate text and photos, and the webinar registration link at least three months before the lecture date so that the event can be posted on the website and advertised on social media and *eThreads*.
- Set up events on the webinar platform and monitor the enrollment of the lectures.
- Act as a moderator during the lecture, assist with the webinar platform, and partner with a second moderator throughout the lecture to answer questions from the audience.

- Coordinate the payment of the speakers.
- **In the final year of term**, work with the new appointee to teach the duties of the position and provide a smooth transition.

Meetings to Attend

- Attend online and in-person Education meetings.

Skills Required

- Ability to learn and use technology
- Team player and the ability to work independently
- Organized, detail-oriented individual
- Excellent communication skills, tact, diplomacy
- Interest in needlework
- Flexibility, a strong customer service attitude, thoroughness
- Ability to see projects through to completion
- Ability to research relevant speakers and opportunities

Skills Developed

- Interpersonal skills working as part of an integrated team
- Time management skills and organizational skills
- Enhanced communication skills
- Detailed knowledge of the operation of EAC/ACB

Speaker Series Coordinator Timeline

Ongoing

- Moderate the lecture presentation, including introducing the hosts (Virtual Speaker Series and a Q&A moderator), the lecturer/speaker, and the guidelines for the lecture attendees.
- Ensure the lecture is advertised and promoted on the website, social media, and through *eThreads*.
- Work to ensure the registration process is in place for the lecture.
- Troubleshoot any registration and/or connectivity issues encountered by the membership.

Quarterly

- Send a report to the Education Director for presentation at the Education and Board meetings.

Annually

- Present a summary of the lecturers, topic, and number of attendees for the past year (September 1 to August 31).
- Submit a proposal at the May board meeting for lecturers/speakers for the upcoming year. The speaker events must be coordinated around the scheduled board meetings.