Associate, Case Competition & Community Outreach Development

As Associate, Competition you will be responsible for the successful development, planning and execution of all competitions taking place during the Annual Conference. This is including, but not limited to, the Case Competition & Community Outreach Initiative.

Your Role as Associate, Competitions:

- The development of the Case Competition (1 week long competition, formalized teams and judging rounds);
  - Work with VP, Community Outreach to find an appropriate community group/organization on which to write a case, and help them in the identification of key objectives for participants
  -Acting as a liaison between the Organization and the above organization in the planning and logistics leading up to the conference
  - Prepare the case and supporting materials for distribution to case competition participants
- Act as the point of contact between the Organization and the competition participants;
  - Ensure that key dates and processes are clearly communicated
- Work with Associate, Logistics and Operations to plan the day-of schedule for all logistical needs related to the Case Competition and other competitions;
- Responsible for handling all materials submitted by competition participants
- Facilitate deliberation discussion in the judges room between competition rounds.
- The development of the Community Outreach Initiative (1.5 hour mini case, just verbal participation);
  - Work with VP, Community Outreach to find an appropriate community group/organization on which to write a case, and help them in the identification of key objectives for participants
  - This is a mini-case that is done in brainstorming groups over 1.5 hours facilitated by management consultants.

Core Competencies:

- Excellent organizational skills
- Excellent communications skills
- Team player
- Comfortable in fast paced environments
- Familiar with case competitions an asset
- Passionate about LGBTQ workplace issues and corporate diversity

Commitment:

- Approximately 5-10 hours per week (peak time in September prior to the conference)
- Mandatory attendance at quarterly management meetings
- Attendance at Annual Conference meetings as directed by Annual Conference, Chair
- Mandatory attendance at Annual Conference
- Participation in Out On Bay Street events and initiatives

Works Closely With:

- Chair, Annual Conference
- Associate, Content Development
- Associate, Logistics
- Associate, Moot Competition & Law Content

Reports To:

- Chair, Annual Conference

Term: January 2017 – December 2017

Positions Available: 1

[NOTE: Preference for this role will be given to students currently enrolled in a University or other post-secondary program.]