Associate, Awards (Logistics Or Communications)

As Associate, Awards your role is to support the Chair, Awards in the effective implementation of the L2BPO program. In this role you are also tasked with ensuring the successful execution of the logistics and operations for the L2BPO Awards Reception.

Your Role as Associate, Awards:

• (Logistics) Responsible for planning and execution of the L2BPO reception:
  o Find appropriate venue for the reception, food & drink arrangements
  o Finding an MC for the L2BPO reception
  o Manage volunteers for reception
  o Act as liaison between the Organization and venue
  o Manage volunteers for the awards reception
• (Communications) Responsible for PR, Nominations Marketing and the RSVP Communications of L2BPO reception:
  o Set up web forms to collect a large number of different “types” of RSVPs, maintaining this list.
  o Marketing Materials for nominations and reception
  o Detail oriented copy writing for very VIP communications
• Support Chair, Awards during the awards nomination and selection period:
  o Attend meetings with sponsor organization as required
  o Attend meeting with selection committee as required
  o Prepare documentation and materials for stakeholder groups as needed
• Support Chair, Awards in any marketing and communications needs in collaboration with VP, Marketing
• Find innovative ways to increase the profile of this event

Core Competencies:

• Excellent organization skills
• Superior interpersonal and communication skills
• Ability to work within tight deadlines
• Previous experience in event planning is an asset
• Comfortable working in a fast-paced environment
• Passionate about LGBTQ workplace issues and corporate diversity

Commitment:

• Approximately 5-10 hours per week
• Mandatory attendance at quarterly management meetings
• Attendance at Awards team meetings as required
• Mandatory attendance at L2BPO Reception
• Participation in Out On Bay Street events and initiatives

Works Closely With:

• Chair, Awards
• Associate, Scholarships

Reports To:

• Chair, Awards

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.]