Associate, Content Development & Communications

As Associate, Content Development your role is to develop the Annual Conference program to ensure that it stays relevant and interesting to our student delegates. In this role you are also tasked with ensuring that the content is appropriately reflective of the needs of Business, Law and Engineering/Technology students.

Your Role as Associate, Content Development:
- Responsible for developing interesting and topical content for panel discussions and booking moderators and panelists to participate; Law, Women’s, entrepreneurship etc.
- To work with the Strategic Relations team to develop and communicate content for sponsored workshops with our corporate sponsors;
  - Ensure that content is interesting and topical
  - Ensure that content is reflective of the diverse educational backgrounds of student delegates
- Work with Annual Conference Team to find new and innovate ways to improve conference content
- Represent Out On Bay Street at external professional events throughout the year to learn what the relevant topics are in our community
- Read regularly to be updated about topics of interest for business and LGBTQ communities
- Coordinate communications and content to be blasted out by the PR & Communications Lead, Conference Marketing Associate, Sponsorship team and Student Outreach

Core Competencies:
- Excellent organization skills
- Innovative thinker
- Superior interpersonal and communication skills
- Ability to work within tight deadlines
- Comfortable working in a fast-paced environment
- 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 team meetings as required
- Mandatory attendance at Annual Conference
- Participation in Out On Bay Street events and initiatives

Works Closely With:
- Chair, Annual Conference
- Associate, Case Competition & Community Outreach Initiative
- Associate, Logistics
- Associate, Moot Competition & Law Content

Reports To:
- Chair, Annual Conference

Term: January 2017 – December 2017

Positions Available: 2

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