As Associate, Law Content your role is to develop the Law-focused content related to the Annual Conference program to ensure that it stays relevant and interesting to students studying Law. This individual will be working closely with Associate, Content Development throughout the planning period.

Your Role as Associate, Law Content:
- Responsible for finding speakers from the legal industry for the Annual Conference;
- Responsible for developing interesting and topical content for law focused events during the conference;
- 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
- The development of the Moot Competition (formalized teams and judging rounds):
  - Work with our moot sponsor to find an appropriate legal case,
  - 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 moot 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

Core Competencies:
- Superior organization skills
- Thrives in a fast-paced and dynamic setting
- Strong communication skills
- Excellent time management skills
- 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: 1

[NOTE: Preference for this role will be given to students currently enrolled in a JD/LLB program.]