**Associate, Logistics**

As Associate, Operations & Logistics you will be responsible for the planning and execution of all Annual Conference work related to venue, hotel, volunteers, registration, A/V, and all other ad-hoc items.

**Your Role as Associate, Competitions:**
- Acting as point of contact between the Annual Conference venue and the Organization;
  - Booking space for Annual Conference activities and the development and communication of layouts/floor plans
  - Booking hotel rooms for delegates and team members as required, VP Student Outreach
  - Putting in catering and A/V requests
  - Handling all shipping and receiving to and from the venue, VP Strategic Relations
- Responsible for registration for Annual Conference;
  - Responding to delegate registration requests/concerns as required
  - Responsible for compiling delegate bags for the conference
- Responsible for managing volunteers for the Annual Conference;
  - Recruiting & training volunteers to help on the day of the conference
  - Managing all volunteer needs during the conference
- Responsible for all logistics on the day of the conference;
  - Ensuring registration is set up appropriately
  - Ensuring that all rooms are set up according to previous communication with venue staff
  - Handling all ad-hoc requests related to Bar/Catering, A/V and other venue related items
- Responsible for the clean-up of venue and transporting OOB&S items to storage

**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 and during the conference)
- Mandatory attendance at quarterly management meetings
- Attendance at Annual Conference meetings as directed by Chair, Annual Conference
- Mandatory attendance throughout all activities during the two days of the Annual Conference
- Participation Out On Bay Street events and initiatives

**Works Closely With:**
- Chair, Annual Conference
- Associate, Case Competition & Community Outreach Initiative
- Associate, Content Development
- Associate, Moot Competition & Law Content
- VP, Strategic Relations
- VP, Student Outreach

**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.]