As Associate, Events you are responsible for the planning and successful execution of Out On Bay Street’s “Year-Round” Events in a select region.

Your Role as Chair, Events:
- Responsible for the successful planning and execution of year-round events in your geographical region
  - Find appropriate venue
  - Coordinate catering, A/V, and other requests
  - Manage volunteers on the day of the event
- Communicate marketing and outreach needs to VP, Marketing/Student Outreach/Community Outreach
- Act in the capacity of an Ambassador for Out On Bay Street’s activities throughout the year

Core Competencies:
- Strong leadership skills
- Experience in event planning is an asset
- Strong communication skills (written and verbal)
- Comfortable in fast paced environments
- Strong organizational skills
- Passionate about LGBTQ workplace issues and corporate diversity

Commitment:
- Approximately 0-5 hours per week
- Mandatory attendance at quarterly management meetings
- Attendance at Events team meetings
- Attendance at events as required
- Participation Out On Bay Street events and initiatives as required

Works Closely With:
- Chair, Events

Reports To:
- Chair, Events

Term: January 2017 – December 2017

Positions Available: 1 per Region
- Montreal (bilingual preferred)
- Ottawa (bilingual preferred)
- Calgary
- Vancouver