Vancouver/Calgary/Montreal/Ottawa Initiatives Lead

As a regional lead you are responsible for the planning and successful execution of the organization’s “Year-Round” Events. This is a role that requires strong leadership in cities where Out on Bay Street does not currently have a strong presence in. And learn from best practices from the Toronto Initiatives Team with others.

Your Role as Regional Initiatives Lead:
- Team lead for Events for the region;
  - Collaborate on initiatives with other regions
- Responsible for the successful planning and execution of year-round regional events (i.e Networking Socials and/or Speaker/Educational Events);
  - 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
- Work with VP, Strategic Relations to find sponsors to help fund Out on Bay Street’s geographical expansion
- To ensure that work is completed and delivered within deadlines;
- Provide resources and support to events teams;
- To be accountable for the delivery of key goals and objectives for the Student Outreach team;
- Actively seek improvements and efficiencies to processes

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
- Demonstrated ability to take initiative
- Passionate about LGBTQ workplace issues and corporate diversity

Commitment:
- Approximately 10-15 hours per week
- Mandatory attendance at monthly & quarterly management meetings
- Attendance at Events team meetings
- Attendance at events as required
- Participation Out On Bay Street events and initiatives

Works Closely With:
- President & Vice President
- Regional Initiatives Teams

Reports To:
- Executive VP
- President

Direct Reports
- Regional Initiatives Leads (Vancouver, Toronto, Calgary, Ottawa, Montreal)

Term: January 2017 – December 2017

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