**Toronto Initiatives Lead**

As Chair, Events you are responsible for the planning and successful execution of Out On Bay Street’s “Year-Round” Events. Including but not limited to Monthly Socials, Quarterly Women’s Events, one Law Event and one Entrepreneurship event. There is a focus to modify our events to engage specific LGBT groups or underserved professional needs of our student community.

**Your Role as Chair, Events:**
- Team lead for Regional Initiatives for the Organization;
  - Develop content and help recruit speakers for programming during the year
  - Work with Chair, Annual Conference, Chair, Awards, Chair, Ottawa Events and Executive Vice President to ensure our programming is sufficiently diverse and inclusive of different groups we serve
- Responsible for the successful planning and execution of year-round events by all Events teams (can delegate to associates);
  - Find appropriate venue
  - Coordinate catering, A/V, and other requests
  - Manage volunteers on the day of the event
- Responsible for the successful planning of diversity programming events during the year.
- Communicate marketing and outreach needs to VP, Marketing/Student Outreach/Community Outreach
- To ensure that work is completed and delivered within deadlines;
- 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
- Established professional network within women’s, trans, or entrepreneurship groups in Canada 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 & Executive Vice President
- Associate, Women’s, Law, Community Events

**Reports To:**
- VP, Regional initiatives

**Direct Reports**
- Associate, Regional initiatives

**Term:** January 2017 – December 2017

**Positions Available:** 1