

Assistant Vice President Out On Bay Street Conference

As the Assistant Vice President of the Out On Bay Street Conference you serve in a general executive role for the Out On Bay Street Conference supporting the VP in any tasks they require assistance on. This could include sourcing speakers and workshop topics with the Associate, Content Development or planning the events prior to the conference (Pre-conference recruitment event, Pre-conference workshop, Case Competition Webinar) This is a general role that is good for people who want to take on a larger role in the organization but aren't ready to commit to the demands of a VP level position. Due to the conference wide visibility of the role it serves as a successor role to the VP should he or she be unable to fulfil the duties of the role.

Potential Core Responsibilities

Due to the assistant nature of the role actual responsibilities may vary based on conference need and role of the VP

- Assisting the VP in big picture conference wide planning including themes, keynote speakers, venue, and other significant aspects of the conference.
- Work with the VP to plan all pre-conference events.
- Assist in content creation of workshops, panels, or other program events of the conference.
- Working with the logistics associate to develop volunteer schedules, detailed event plans and schedules, or other needs as arise.
- Facilitate cross organization communication and planning between teams.

Commitment

- ~10 hours per week from October-August & 30+ in September
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year.
- Frequent attendance at other team meetings to represent Out On Bay Street

Reports to

- VP, Out On Bay Street Conference