

Associate, Communications Leader To Be Proud Of Awards

As the Associate for Leader To Be Proud Of Communications you will coordinate guest and VIP communications, which will include careful management of awards nominations, invitations, RSVPs, and professionally handling support requests from our guests. You will also support efforts in public relations and the recruitment of nominees.

Core Responsibilities

- Work with Vice President, Leaders To Be Proud Of and the presenting sponsor to coordinate nominations from our roster of corporate sponsors and other members within the community
- Assist registered guests with any questions or concerns they have leading up to the event
- Coordinate with the marketing department to develop a communications plan to raise awareness and profile of the awards ceremony and winners.

Commitment

- ~5-10 hours per week, increased demands in weeks leading up to the event
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year.

Reports to

- Vice President, Leaders To Be Proud Of