

Associate, Logistics Leader To Be Proud Of Reception

You will coordinate all details of the awards reception, which is normally held in an upscale event hall. For an event of this calibre every detail must be considered and we must be continuously seeking ways to make the evening a memorable one. You will work closely with the Vice President, Leaders To Be Proud Of and the presenting sponsor of the awards to ensure the event runs successfully.

Core Responsibilities

- Coordinate registration of Start Proud members, corporate sponsors, and invites from our presenting sponsor.
- Work with the venue to plan for food and beverage, AV, and décor of the evening.
- Organize a team of volunteers to assist with various tasks during the event.

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