

## **Associate, Scholarship**

As Associate, Student Scholarship your role is to administer the Scholarship and Bursary for the Out On Bay Street Conference program in collaboration with our executive team. You will evaluate student applications to ensure money is distributed equitably based on need and other objectives of the bursary program.

### **Core Responsibilities**

- Work with the Vice President, Out On Bay Street Conference and the Manger, Out On Bay Street Conference Marketing to inform attendees about the financial assistance available to attend the conference.
- Work with the executive team and our external committee to select the Out On Bay Street Scholarship winners.
- Manage the bursary program to Out On Bay Street Conference attendees based on predefined criteria.

### **Commitment**

- ~5-10 hours per week
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year.

### **Reports to**

- VP, Out On Bay Street Conference