

Associate, Toronto Events

As Associate, Toronto Events you are responsible for assisting the Vice President in planning and successfully executing on Start Proud's Year-Round events. Including but not limited to Monthly Socials, Quarterly Women's Events, and industry specific events, this works out to approximately 12 events per year that you will be involved in planning.

Core Responsibilities

- Assist the Vice President with managing cross-functional relationships with the Marketing, Sponsorship, Executive, and Web teams to promote and plan all events.
- Assist in arranging all applicable details for the events including sourcing speakers, securing a venue, organizing catering, preparing AV, managing on site volunteers.
- Work on ways to grow the Start Proud, Out On Bay Street, and Venture Out brands through monthly events.
- Develop a sense of community among attendees through our events.

Commitment

- ~5-10 hours per week, with increased demands on event days.
- Mandatory attendance at monthly and quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year.

Reports to

- Vice President, Toronto Events