

Vice President, Toronto Events

As Vice President, Toronto Events you are responsible for the planning and successful execution of 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 responsible for planning.

Core Responsibilities

- Develop an annual calendar of events that encompasses all of our event types and effectively engages our core stakeholders.
- Work cross-functionally with the Marketing, Sponsorship, Executive, and Web teams to promote and plan all out events.
- Arrange or oversee all applicable details for the events including sourcing speakers, securing a venue, organizing catering, preparing AV, manage on site volunteers.
- Work on ways to expand and grow the Start Proud, Out On Bay Street, and Venture Out brands through our events.
- Develop a sense of community among attendees through our events.

Commitment

- ~10-15 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

- Executive Vice President

Direct Reports

- Associate, Toronto Events
- Associate, Women's events
- Associate, Industry events