

Associate, Logistics

As Associate, Logistics you will be responsible for the planning and execution of all Out West work related to venue, hotel, volunteers, registration, A/V, and all other ad-hoc items. Your bread and butter are all the details that go into event planning.

Core Responsibilities

- Work closely with the VP of Conference to execute on conference logistics
 - Serve as the main point of contact between Start Proud and the conference venue
 - Book space for Annual Conference activities and the development and communication of layouts/floor plans
 - Book hotel rooms for delegates and team members as required
 - Coordinate in catering and A/V requests
 - Handle all shipping and receiving to and from the venue
- Responsible for registration logistics for Annual Conference
 - Respond to delegate registration requests/concerns as required
 - Responsible for compiling delegate bags for the conference
- Responsible for managing volunteers for the Annual Conference
 - Recruit & training volunteers to help on the day of the conference
 - Managing all volunteer needs during the conference
- Responsible for all logistics on the day of the conference
 - Ensure registration is set up appropriately
 - Ensure that all rooms are set up according to previous communication with venue staff
 - Handling all ad-hoc requests related to Bar/Catering, A/V and other venue related items

Commitment

- ~5-10 hours per week from October-August & 20+ in September
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year.

Reports to

VP, Out West