

## **Associate, Event Coordinator**

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You will coordinate all details of the awards reception, working closely with sponsor to ensure the objectives of both parties are being achieved. Every detail must be considered for a high-profile event such as Leaders To Be Proud Of and we must be continuously seeking ways to make the evening memorable. This role requires managing bi-weekly touchpoints with the sponsor where you will create and execute a detailed workplan.

### **Core Responsibilities**

- Develop a workplan for the year, with assistance from the sponsor, ensuring objectives and timelines are met.
- Coordinate registration of Start Proud members, corporate sponsors, and invites from our presenting sponsor.
- Work with the sponsor and 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**

- VP, Leaders To Be Proud Of

### **Term:**

- November 2019 - November 2020