

Associate, External Communications

You will coordinate the nomination process and guest communications. This will include careful management of awards nominations, invitations, RSVPs, and professionally handling support requests from our guests. You will also support efforts in public relations and the recruitment of nominees. This role offers a great transition into the VP role in the subsequent year upon a satisfactory performance appraisal.

Core Responsibilities

- Work with VP, L2BPO and the sponsor to coordinate nominations from our roster of sponsors and other members within the LGBTQ+ community.
- Determine speakers for the event (if required) and communicate key event details, ensuring any inquiries are answered.
- Assist registered guests with any questions or concerns they have leading up to the event.
- Coordinate with the marketing department to develop a communications plan, including social media copy, to raise awareness and profile of the awards ceremony and winners.
- Manage post-event communications to event attendees.

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