



Associate, Content Development

The **Associate, Content Development** has overall strategic and operational responsibility for the planning and development of the Out West Conference programming to ensure that it stays relevant and topical to our LGBTQ+ delegates.

This position reports to the **Vice President, Out West Conference** and works in partnership with the conference team, as well as directly with professionals and community members of diverse backgrounds.

The work of this position supports the organization's overall objective to build diverse and culturally rich LGBTQ+ programs that serve to educate and create opportunities for LGBTQ+ students and young professionals.

Core Responsibilities

- Developing topical and captivating content for conference workshops, talks, and panel discussions
- Securing moderators, speakers, and panelists to participate in our conference programming
- Relaying any moderator, panelist and speaker requests to the Associate, Logistics as they relate to workshops, talks, and panel discussions
- Work with the greater Out West Conference Team to find new and innovative ways to develop conference content

Commitment

- 3-5 hours per week on average
- Mandatory attendance at quarterly management meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year
- Attendance at cross-functional events and team meetings

Benefits

- An opportunity to give back to the LGBTQ+ community
- Experience working at an established national non-profit
- Ongoing professional development and training opportunities
- Potential for letters of recommendation and references
- Opportunity to work and network with various industry leaders

Reports to

- Vice President, Out West Conference

About Start Proud

Start Proud makes the student communities we serve as a clear focus of what we do. We produce initiatives that provide career and professional development support to lesbian, gay, bisexual, transgender, queer, and other sexual minority (LGBTQ+) students in Canada while building a national network of like-minded professionals to promote a workplace culture that is more diverse and inclusive.

Valuing Diversity & Inclusion

At Start Proud, we are committed to fostering an inclusive, accessible environment, where all of our volunteers feel valued, respected, and supported. We are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage everyone to apply, including people from underrepresented groups who self-identify as transgender, non-binary, Indigenous, persons of colour, and persons with disabilities etc.

TO APPLY

Email a cover letter and resume as attachments to human.resources@startproud.org with the position title in the subject line; or fill out an application form [here](#).