

# START PROUD | FIER DÉPART

Associate , Leaders To Be Proud Of Logistics

REPORTS

TO:

Vice President, Leaders To Be Proud Of

## ABOUT THE OPPERTUNITY

You will coordinate all details of the awards reception, which this year will be a hybrid format including a small in person aspect and as well as online. Every detail must be considered for a high-profile event such as this and we must be continuously seeking ways to make the evening a memorable one.

## HOW TO APPLY

Email your resume to [human.resources@startproud.org](mailto:human.resources@startproud.org) with the position title in the subject line. \_\_\_\_\_

## CORE RESPONSIBILITIES

- Coordinate registration of reception attendees including liaising with corporate sponsors and other invited guests to the day of runs smoothly
- Work with the 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.

## IDEAL CANADIATE

- Have previous experience volunteering, can provide insight on the challenges and opportunities that the LGBTQ community is facing collectively .
- Highly motivated individual who can work efficiently with minimal supervision
- Not afraid to speak your mind, entrepreneurship spirit preferred

## COMMITMENT:

- 5-10 hours / week depends on the seasons; minimum 1 year of commitment overall
- Mandatory attendance in quarterly team meetings
- Mandatory attendance at Start Proud events and initiatives throughout the year

## BENEFITS

- Ongoing professional development and training opportunities
- Potential for letters of recommendation and references
- Opportunity to work and network with various industry leaders with LGBTQ community
- Expand personal and professional network

Additional information: 1 positionsavailable\_\_\_\_\_

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## **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.