

Job Description: Director of Awards, OVATION Awards

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Location: Greater Toronto Area / Remote

Terms: November 2024 - June 2025

Hours: Estimated 5-10 hours per month; (Additional hours may be required at critical times during the project)

Salary: This is a volunteer position

About the Role

IABC Toronto is looking for a Director of Awards to join the OVATION Awards team during a milestone year!

2025 marks the 40th anniversary for this legacy event that celebrates the Greater Toronto Area's top communications talent. As the Director of Awards, you'll oversee the awards application and judging process, as well as manage the ordering of the awards.

This is a great opportunity for intermediate and senior communicators.

Responsibilities

- Collaborate with the VP, OVATION Awards and the Executive Director on the award submissions process for the event, held in the spring
- Oversee the awards judging process including updating the applicant handbook, selecting award winners, and ordering the hardware
- Work with the VP of Volunteers and Mentorship to find and select volunteer judges
- Collaborate with core team to innovate and celebrate the major milestones
- Keep internal collaborators informed of projects and progress and identify when extra support is needed

Top 5 Reasons to Apply

1. Leave your mark on this legacy event
2. Network and collaborate with an incredible team of industry professionals
3. Learn the ins and outs of the awards program
4. Continue to hone your project management skills
5. Show off your skills to potential employers/clients

Requirements

- Must have an active IABC Toronto membership
- A strong attention to detail
- An innovative and creative thinker
- Strong time management skills

Skills Considered Advantageous

- 5+ years of communications/marketing experience

About Us

IABC Toronto is the world's largest IABC chapter. IABC is recognized as the professional association of choice for communicators and is committed towards establishing and supporting the highest professional standards of quality and innovation in organizational communication.

Apply in two easy steps

1. Fill out our [volunteer application](#) found here
2. Send an email to toronto-volunteers@iabc.to indicating what position you're interested in