

# Job Description: Director of COTY

**Title:** Director of the Communicator Of The Year (COTY)

**Location:** Greater Toronto Area / Remote

**Terms:** September 2024 - March 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 COTY (Communication of the Year) to join the Programs team during a milestone year!

As the Director of COTY (Communicator of the Year award), you'll work with the VP of Programs to oversee the awards application and judging process.

This is a great opportunity for intermediate and senior communicators.

## Responsibilities

- Cooperate with the VP, Programs to create a timeline for COTY activities
- Encourage nominations from chapter members for the COTY award
- Manage the COTY event in cooperation with the VP of Programs according to the event action plan
- Cooperate with the VP of Sponsorships and VP of Communications to drive events' awareness, planning and marketing
- Prepare COTY's presentation, with nominees details and key achievements
- Support in driving awareness about COTY before during and after the event
- Passionate about event planning and creating engaging content to COTY marketing among IABC/TO and beyond
- Create a follow-up report after COTY to share evaluation and lessons learned
- 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 award
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

- Event planning and marketing skills
- 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](mailto:toronto-volunteers@iabc.to) indicating what position you're interested in