

Job Description: Director of OVATION Judges

Title: Director of OVATION Judges

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 OVATION Judges to join the Programs team during a milestone year!

2025 marks the 40th anniversary for the legacy event that celebrates the Greater Toronto Area's top communications talent. As the Director of OVATION Judges, you'll oversee the awards application and judging process and manage a team of up to 80 judges.

This is a great opportunity for intermediate and senior communicators.

Responsibilities

- This role primarily works with the VP of Programs, and also collaborates with the VP, OVATION Awards 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
- Use Award Force platform to work through judging process
- Lead the communications with the judges throughout the process
- Plan a timeline in coordination with the VP of Programs to keep them engaged, informed and updated
- Work with the VP Communications to recruit up to 80 volunteer judges
- Keep internal collaborators informed of projects and progress and identify when extra support is needed
- Help in coordinating the judges training process on AwardForce

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 or previously volunteered in supporting the role's scope

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