

Job Description: Networking Events Manager

Title: Networking Events Manager

Location: Greater Toronto Area / Remote

Terms: September 2024 - June 2025

Hours: Estimated 10 hours per month

Salary: This is a volunteer position

About the Role

IABC Toronto is looking for a Networking Events Manager to join the Events team!

As the Networking Events Manager, you'll support the event logistics and execution of IABC Toronto's networking events with the support of a talented and experienced team.

This is a great opportunity for intermediate and senior communicators to leave your mark as part of IABC's largest chapter in the world!

Responsibilities

- Collaborate with the Director of Networking and VP of Events on the planning and execution of monthly events
- Support in developing a detailed workback schedule/project plan
- Help execute event logistics such as location scouting, contract negotiations, venue preparations, presentation materials, decor and more
- Work closely with Communications team to develop communications materials
- Work closely with the sponsorships team to secure event sponsors
- Keep internal collaborators informed of projects and progress and identify when extra support is needed

Top Reasons to Apply

1. Show off and hone your event management skills
2. Network and collaborate with an incredible team of industry professionals
3. Create strong pieces for your portfolio
4. Show off your skills to potential employers/clients

Requirements

- Must have an active IABC Toronto membership

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