

# Job Description: Professional Development Events Manager

**Title:** Professional Development 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 Professional Development Events Manager to join the Events team!

As the Professional Development Events Manager, you'll support IABC Toronto's PD sessions for all levels of experience with the support of a talented and experienced team.

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

## Responsibilities

- Collaborate with the Director of PD Events and the VP of Events on the planning and execution of monthly PD sessions
- Support in developing a detailed workback schedule/project plan
- Help find appropriate speakers/educators on various topics
- Work closely with Communications team to develop marketing 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](mailto:toronto-volunteers@iabc.to) indicating what position you're interested in