Events Director

The Events Director is responsible for the full cycle of event planning (e.g. Annual General Meetings, Delegate Selection Meetings, all fundraising events, and others as required) which includes everything from:

- Managing entire event programs from start to finish, including content development, speaker recruitment, promotion, and marketing;
- Being responsible for the financial and overall success of the event;
- All planning and logistics including on-site event management;
- Recruiting and supervising volunteers at all events;
- Production of materials needed at events (e.g. ballots, voting cards programs, tickets).

The Events Director should be well versed in project management, planning, and organization experience and possess good writing and communication skills.