



Position: 2012 National Conference Co-Lead

Time Commitment: 5-10 hours per week. Please note that closer to the conference hours may be significantly more. Flexibility is important.

Location: Canada

Deadline: Friday, March 9 at 5:00 PM EST

Context:

The National Conference brings together Millennium Network members from across Canada to network and engage in personal and professional development opportunities.

As a Conference Co-Lead, you will be involved in designing and framing what this conference is about and the outcomes we hope to achieve.

National Co-Lead Commitments:

Work with Vini (Conference Co-Lead) to **coordinate a team of volunteers** to manage and develop:

1. Vision/Theme

- Discuss and develop a vision and a theme for the conference
- Ensure conference design is consistent with overall vision

2. Logistics

- Venue
- Food/Beverages
- Accommodation
- A/V & Technology
- Registration and Day of flow

3. Sponsorship

- Fund development or sponsorship to help cover:
 - Venue
- Food/Beverages
- Accommodation for Delegates
- Swag

- Conference supplies & materials

4. Outreach/Engagement

- Ticket Sales: marketing and registration management
- Distribution and collection of data from potential attendees through surveys

5. Finance

- Budget & Accounting

6. Program

- Content design (examples- range of workshops, speakers, socials, open spaces)
- Contact, confirm and work with workshop leads/speakers
- Ensure francophone representation/accessibility

7. Liaison with National Team

- Communicate and work with representatives on conference needs (as applicable)

Requirements:

- Have availability for regular (suggested: bi-weekly, flexible and TBD) meetings, Skype or otherwise in early planning stages.
- Have more availability during the summer months (June-August) for later planning stages
- Respond to e-mails/communication promptly
- Help coordinate the National Conference on the day of (and ideally be in the conference location a few days in advance) -- Note Conference location is TBD.

Ideal qualifications:

- Organized
- Strong sense of autonomy/self-management
- Self-motivated
- Clear written and oral communication skills
- Proven project management experience (ability to juggle many portfolios)
- Strong people and teamwork skills
- Ability to coordinate teams of volunteers
- Have attended and organized conferences in the past (not necessary, but helpful)
- Some level of proficiency in French is an asset
- Passionate and excited to create a rockin' National conference!

*Note: for the months of July and August you will be the primary lead on the conference, as Vini will be abroad and have limited availability.

To Apply:

Please **send an e-mail** to vini.vaitheeswaran@millenniumnetwork.ca indicating your interest along with a (maximum of) one letter-sized page to *tell us why you would be great for this role* - include examples of event-planning, conference-execution, other relevant experience, and general awesomesauce!

An up-to-date CV/Resume is also welcome but not required.