

CO-DIRECTOR OF EVENTS

Young Women in Law (“YWL”) is a not-for-profit corporation aimed at encouraging and promoting the welfare and interests of young female lawyers. YWL strives to provide services, activities, and facilities which address the needs of young female lawyers, to encourage young female lawyers to use their legal education to give back to their communities, and to create an environment for networking opportunities among young female lawyers. Being a part of the YWL executive team is a fun and exciting way to make an impact on the legal community.

WHAT WILL I BE DOING?

In your role as Co-Director of Events, you will be responsible for the following duties, including but not limited to:

- Leading the planning and execution of YWL’s calendar of events.
- Leading the planning committees for individual events.
- Conceptualizing and brainstorming events.
- Liaising with sponsors, venues and speakers.
- Creating budgets and timelines for events.
- Attend to administration such as applying for CPD accreditation, thank you gifts and notes, presentations for sponsors and the YWL Advisory Board.
- Attending YWL Board of Directors meetings and acting as an engaged member of the Board.
- Promoting YWL to your network of associates, colleagues and friends.
- Working with a Co-Director of Events

WHAT DO I NEED TO DEMONSTRATE?

As well as supporting the objectives and purposes of YWL, to be considered for this position you must be able to meet the following requirements:

Required:

- Interest in and aptitude for creative event planning geared towards young female lawyers.
- Proven track record of effectively partnering with team members, external organizations and partners.
- Demonstrated leadership skills.

Preferred:

- Experience leading a corporate charitable contributions or community relations program or function.
- Experience planning social and/or charitable events geared to professionals.

WHAT ELSE DO I NEED TO KNOW?

- The term of office for this position is two years.
- Only YWL members in good standing are eligible to hold this position.
- All YWL executive members must also hold positions on the YWL Board of Directors.