



Corporate Relations Associate

Number of Openings: 2

Duration: September 2018 – April 2019

Description:

As a Corporate Relations Associate, you will report to the VP of Business Development and the Corporate Relations Director. You will gain meaningful experience by taking on the responsibility of sourcing sponsorship opportunities and creating relationships with external parties. You will also be contributing to the management and updating our sponsorship package. In this role, you will obtain practical communication skills and have an opportunity to develop your network by connecting with industry professionals.

Requirements:

- Excellent verbal and written communication skills
- Superior interpersonal skills with an ability to persuade
- Well-honed research skills
- Proficiency in Microsoft Office Suite including PowerPoint and Word
- Strong time management skills with ability to multitask and handle multiple priorities

Role and Responsibilities:

- Developing a transition binder for the Corporate Relations department to ensure continuity of Investment Society processes and procedures
- Creating new relationships with potential sponsors and partners to contribute to Investment Society's sponsor acquisition goals
- Understanding Investment Society's development and strategic objectives
- Preparing briefing materials, proposals, strategic correspondence letters and emails
- Assisting in updating the sponsorship package as required
- Attending Investment Society team meetings to provide departmental updates and news
- Being involved by attending events throughout the year. This includes participating in booth hours, making classroom announcements and attending internal team socials.

Remuneration: This is a volunteer position, thus there will be no remuneration for this position.