

Logistics: Volunteer Manager

Job Description:

The Volunteer Manager will work as a team with the Logistics Director to organize all the logistical aspects of the 2018 conference. Your responsibilities primarily involve hiring, training and managing our large team of volunteers, but you will sometimes help with logistical tasks such as securing a venue, booking caterers, managing ticketing, and ordering merchandise. Along with the Logistics Director, you will be working closely with the partnerships team to ensure we remain within budget.

Essential Duties and Responsibilities:

- Assist Logistics Director in research of potential venues and caterers for the event;
- Assist in contacting and negotiating with venues and catering organizations;
- Work closely with Logistics Director to develop and execute a flexible volunteer team plan for the event day;
- Hire, train, and delegate volunteers for pre-conference outreach and on conference day;
- Attend and participate in weekly team meetings.

Qualifications:

- Strong interpersonal and negotiation skills;
- Highly organized, independent, and deadline oriented;
- Ability to work independently and with a partner;
- Prior event planning experience is an asset.

How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter and résumé to applications@tedxuoft.com by **June 16th, 2018 at 11:59 PM**. Indicate the role you are applying for in the subject field.