



EXTERNAL RELATIONS COORDINATOR JOB DESCRIPTION

HR NOW CONFERENCE

HR NOW is a half day conference hosted by SFU HRSA where students gain insights on various functional areas within the Human Resources Management industry. Students have the opportunity to interact with industry professionals and like-minded peers through a series of keynote speakers, networking sessions, and workshops.

POSITION OVERVIEW

Expand your network and communication skills through the role of an External Relations Coordinator! The External Relations Coordinator plays a key role in the success of the HR NOW Conference. The responsibility of the External Relations Coordinator is to seek and coordinate speakers for the conference. The External Relations Coordinator reports to the Project Manager and works closely with the External Relations Manager and Official. Your term for the HR NOW 2014 Organizing Committee will be from July 28, 2014 to November 28, 2014.

MAIN RESPONSIBILITIES

- Seek and initiate contact with HR industry professionals to speak at the HR NOW Conference
- Maintain communication with speakers throughout all stages of planning and executing through telephone, in-person meetings, and email correspondence
- Represent SFU HRSA in a positive and professional manner
- Facilitate interaction between HR professionals and students during the conference
- Promote HR NOW through classroom visits, information booths, and social media
- Regularly attend organizing committee meetings

QUALIFICATIONS

- Good understanding of SFU HRSA's vision and mission
- Strong interpersonal communication skills
- Ability to work cooperatively in a team
- Confident in networking with industry professionals
- Organized, result-oriented, and enthusiastic
- Ability to solve problems strategically and in a professional manner
- Previous experience in event planning is an asset