

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 speakers, workshops, and networking.

POSITION DETAILS

Title: *External Relations Coordinator*

Expand your professional 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 by contacting industry professionals and acquiring speakers and workshop hosts.

Work Closely With: *Project Manager, Director of External Relations*

Time Commitment: *July 2017 - November 2017*

RESPONSIBILITIES

Before the Event:

- 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
- Work closely with professionals to ensure that speech and workshop content aligns with event theme
- Represent SFU HRSA in a positive and professional manner
- Create and submit progress reports to update the Project Manager and Executive Team
- Promote HR NOW through classroom presentations, information booths, and social media
- Regularly attend Organizing Committee meetings

During the Event:

- Facilitate interaction between HR professionals and attendees during the conference
- Execute responsibilities during the event, assigned by the Logistics Coordinator

After the Event:

- Follow-up with speakers after the event and thank them for their participation
- Perform debrief with HRSA Executives and OC to identify strengths and weaknesses of the event

QUALIFICATIONS

- Strong interpersonal communication skills
- Ability to work cooperatively in a team
- Ability to prioritize multiple tasks in a deadline-driven environment
- Organized, result-oriented and enthusiastic
- Ability to solve problems strategically and in a professional manner
- Confident in networking with industry professionals

NICE TO HAVE:

- Good understanding of SFU HRSA's vision and mission
- Previous experience in event planning is an asset
- Being able to engage professionals in conversation