

# CAPILANO MANAGEMENT ASSOCIATION

## **Director of External Relations**

Reports to: Vice President

### **Purpose**

Contact and recruit industry professionals to come as guest speakers for our events, while increasing club awareness off campus.

### **Responsibilities**

- Work with the Director of Events to assist with event planning
- Recruit industry professionals to come as guest speakers to our events
- Purchase gifts for guest speakers
- Facilitate the accommodation of guest speakers during events
- Acquire sponsorships from within the community

### **Qualifications**

- Strong problem-solving and conflict management skills
- Organized and detail oriented
- Strong communication skills both oral and written

### **Outcomes**

- Improved writing and communication skills
- Development of leadership abilities
- Gain experience networking and establishing relationships

*Time commitment of 2-6 hours/week for the Fall 2019 and Spring 2020 semester.*