



London

# Co-Directors, Professional Development

The Co-Directors (2), Professional Development, manage the annual learning, development and networking events for the chapter.

## Responsibilities:

- Develop, plan and execute professional development activities.
- In collaboration with the Board, develop a professional development strategy for the year, identifying topics based on member demographics and feedback, trending topics in communication and current/world events.
- Source relevant speakers/panelists for professional development activities.
- Source venue/catering as required for in-person professional development activities. As needed, coordinate technology for virtual events.
- Develop promotional content for all events to feature on the IABC London website and social media channels, while working closely with appropriate Board members and volunteers.
- Attend monthly professional development activities, welcome event guests, introduce and thank event speakers.
- Ensure professional development activities are posted to Eventbrite (event registration system) and chapter website.
- Attend Board meetings and present a monthly portfolio report.
- Recruit and manage a portfolio committee and host regular meetings.
- Train successor(s) to this role.

## Qualifications:

- Professional member of IABC in good standing (membership must be maintained throughout term).
- Minimum two years of professional experience in strategic communications role - event planning experience preferred.
- Knowledge of the communications/public relations/marketing industry.
- Ability to develop professional development offerings that appeal to a variety of audiences, from students to management-level communicators.
- Eager, organized and attends to detail.
- Willingness to learn and work as part of a team.

Time Commitment: 10-20 hours / month (per Director)