

Position: Director, Events
Organization: Calgary Total Rewards Network (CTR N)
Location: Calgary, Alberta
Type: Director - Volunteer

About Calgary Total Rewards Network: Incorporated in 2012, the Calgary Total Rewards Network is a vibrant, volunteer-driven organization dedicated to advancing the total rewards profession in Calgary. With over 300 members, CTR N serves as a hub for professional development and relationship building within the total rewards community.

Role Summary: As Director, Events, you will orchestrate memorable and engaging events that cater to the professional and personal development of our members. This role involves comprehensive event planning, execution, and strategic oversight, ensuring each event is impactful and aligns with our mission to advance the total rewards field.

Key Responsibilities:

- **Craft Experiences:** Coordinate about seven events each year—each designed to be enjoyable and enriching for our members. From casual breakfasts to lively evening socials, your touch will make these gatherings memorable.
- **Guide and Grow:** Help shape the future of our events by setting the strategic direction of the Events portfolio with the support of a collaborative team.
- **Connect and Collaborate:** Work with sponsors and partners to bring relevant and engaging content to our community.
- **Listen and Learn:** Gather feedback from our members to understand what makes an event special for them and how we can improve them.
- **Promote and Partner:** Join forces with our Directors of Social Media and Publications to spread the word and get people excited about what we have planned.

Desired Skills and Qualifications:

- **Eager to Learn:** No event planning experience? No worries! If you have a love for organizing/planning, leading, and getting things done, you'll fit right in.
- **Community-Oriented:** You love bringing people together and creating spaces where relationships can flourish.
- **Creative and Thoughtful:** You enjoy thinking outside the box and bringing new ideas to the table.

Board Dynamics and Support:

- **Fun and Dedicated Team:** Collaborate with a board of directors that's as fun as they are focused—everyone here is passionate about making a difference in the total rewards profession.
- **Robust Support Network:** Gain the backing of enthusiastic fellow board members and volunteers, all while benefiting from established venue relationships and processes.

Benefits of Volunteering:

- **Expand Your Network:** Engage with top professionals in the field, broadening your professional horizons and making valuable connections.
- **Develop Your Skills:** Enhance your leadership and event planning skills in a nurturing, collaborative environment.
- **Make a Difference:** Your efforts will directly enhance the professional lives of our members, making each event a steppingstone for their personal and professional growth.
- **Leave your Signature:** Flexibility to innovate and personalize your approach to event management, making the role uniquely rewarding.

Commitment:

- **Engage and Lead:** Dive into planning and managing events with about 10 hours of commitment each month.
- **Strategic Involvement:** Participate in monthly board meetings and strategic sessions, shaping the future of our events and our community.

How to Apply: If you are driven by a passion to lead and create impactful professional events, we would love to hear from you. Please submit a brief cover letter and your resume to contactus@calgarytotalrewards.com, detailing your interest in the Director, Events role and any relevant experiences. Join us in shaping the future of the total rewards profession in Calgary!