

Regional Awards Coordinator

This exciting volunteer position helps coordinate the organization and selection of regional awards for the regional conference.

Specific Responsibilities:

- Work with the CIASTD communications committee to produce an integrated messaging program for companies and organizations to apply for the regional conference awards.
- Organize the selection process and criteria for the awards recipients.
- Work with an awards committee to select the final winners of the awards.
- Secure award winner recognition.
- Work with the Director of Regional Event Operations on award presentations.
- Manage the day of event award recipients.
- Attend all conference calls/in-person meetings if possible.

Term of service: June 15 – November 30, 2010.

Time Requested: 1-3 hours per week depending on project planning.