



Capilano Accounting Association Director of External Relations

Job Description

Job Summary

The Director of External Relations is responsible for cultivating strong and positive relationships with external entities that collaborate with the CAA. The Director of External Relations is also responsible for building a stronger reputation for the CAA and the Capilano School of Business, within the greater Vancouver business community. They will act as ambassadors in all events and build a mutually beneficial professional network for the CAA.

Essential Functions

- Attend other business-related events and represent the CAA.
- Respond to emails within a 24-hour period and direct individuals to respective club directors when needed.
- Assists President with creation of the Sponsorship Proposal for all sponsors.
- Attends all CAA Executive Meetings.
- Attends all CPABC meetings with the CAA President.
- Point of contact for External Organizations such as sponsors, other associations.
- Will play a key role organizing CAA events involving Sponsors

Working Conditions

The Director of External Relations spends approximately 2 – 10 hours per week networking through events, email, and meetings especially during Spring/Summer.

Qualifications and Skills Required

- Professional communication skills
- Strong interpersonal skills
- Comfortable connecting with students and faculty
- Independent and proactive worker
- Exceptional organizational and time-management skills
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Proficient in Gmail, and Google Docs.