

Toronto Trip Coordinator

The Toronto Trip Coordinator plans and executes the Annual Toronto Trip. The Coordinator works closely with the Director of Corporate Relations and the ASBAA Faculty Advisor to contact companies to visit and to plan logistical aspects of the trip.

Responsibilities:

- Work with Corporate Relations Manager to arrange for site visits
- Work with Marketing Manager and Social Media Coordinator to promote the trip
- Arrange for transport and accommodation
- Work with Director of Finance to apply for funding and minimize costs
- Review applications and select applicants
- Plan activities surrounding the corporate site visits

Workload:

- Summer: High
- Fall: High
- Winter: Low

Regarding the Toronto Trip Coordinator role, contact:

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