



### About Toronto Homecoming

For Toronto's economy to flourish, it must attract and retain top talent. Yet many of the city's leaders and innovators are leaving, often never to return. Understanding what drives these people to leave and initiating new efforts to retain those who are here and bring those who have left back is an urgent economic priority for the region.

Toronto Homecoming is an initiative of the [Greater Toronto CivicAction Alliance's Emerging Leaders Network](#). As a group of volunteers, our goal is to connect talented Torontonians living abroad with opportunities in the city.

The first Toronto Homecoming conference took place in June 2010 with 40 participants. The second edition took place in June 2011 with 100 participants. Both garnered significant media attention and many participants subsequently found career opportunities. At present, Toronto Homecoming is led by two co-founders, supported by a part-time Project Co-ordinator and a team of volunteers.

[www.torontohomecoming.ca](http://www.torontohomecoming.ca)

### Position Overview

Toronto Homecoming is seeking a part-time Director for a 6-month contract from mid-January to mid-July 2012. The Director would be supported by a part-time Project Co-ordinator and manage a team of highly capable volunteers. She/he would report to the Co-Chairs of Toronto Homecoming.

### Responsibilities

- **Oversee all aspects of a successful four-day conference to be held early June 2012, including:**
  - reaching potential participants and screening applicants
  - bringing on board and communicating with sponsors (there is a strong base of existing supporters)
  - creating the programme for the conference
- **Manage a team of volunteers, including those responsible for:**
  - stream-specific programming
  - social events
  - media relations
  - graphic design

- Craft communication pieces (including sponsorship and promotional materials, with assistance from graphic designer) ensuring alignment with an overall communications strategy

The Project Co-ordinator would be responsible for logistics, event planning details, billing and communications with conference participants.

### Knowledge & Skills

The ideal person for this position would be:

- An expert project manager, able to keep on top of many tasks at once and be diligent in following up and getting things done
- An effective communicator, skilled in leading one-on-one and team meetings, and able to craft concise documents including memos, PowerPoint decks, website copy and promotional materials
- An inspiring leader, able to motivate volunteers and create excitement for all stakeholders including sponsors, participants and volunteers
- Someone who is passionate about Toronto and knowledgeable about the city region. Experience studying or working outside Canada would be an asset

### What We Offer

As Director of Toronto Homecoming, you will have the opportunity to engage with some of the most interesting and exciting civic leaders in Toronto, including executives and emerging leaders in the private, public and not-for-profit sectors.

You will get to meet people from all over the world and feel a sense of satisfaction in helping them move home, and at the same time help the city become a better place as more and more innovative leaders move to Toronto.

Toronto Homecoming is a virtual organization. You can work from home and/or in shared office space downtown, and would attend meetings as required with sponsors and volunteers.

We believe this is an excellent opportunity for those looking to re-launch a career after time away, slowly start up a business or stay engaged in the workforce while pursuing other initiatives or spending more time with family.

The position is a six-month contract at an average of 2.5 days per week. It is expected that May and June prior to the conference will be the busiest times. Salary is competitive and commensurate with experience.

### Application

Please apply with a cover letter and résumé to [info@torontohomecoming.ca](mailto:info@torontohomecoming.ca) by October 31.