
Position Available: **Speaking Engagements Manager**

Are you a person who enjoys challenges and making a difference in the world?

Free The Children is the largest network of children helping children through education in the world. Through our organization's unique youth-driven approach, more than one million young people have been involved in our innovative programs in more than 45 countries. Founded by international child rights activist Craig Kielburger in 1995, Free The Children has an established track-record of success, with four nominations for the Nobel Peace Prize and partnerships with the United Nations, and Oprah's Angel Network.

Free The Children seeks an organized and detail-oriented **Speaking Engagements Manager** to promote and manage the logistics for the various speakers of Free The Children.

The position is based out of Free The Children's Toronto office (233 Carlton Street) with an immediate start date. A minimum two-year commitment is required and salary is to be determined. Upon completion of the three-month probationary period, staff members are offered health benefits, an Employee Assistance Program and professional learning opportunities through the Staff Professional Development Plan.

Roles and Responsibilities of a Speaking Engagements Manager

The duties of this position include, but are not limited to, the following:

- Promote Me To We Music and speakers
- Manage Tour Partnerships
- Provide clients with updated information on Speakers and Free The Children
- Oversee activities between the client and speakers
- Finalize speaking Agreement Terms
- Work with Directors of Speaking, Leaders Today, Development, and Communications, along with Tour Coordinators to develop marketing packages for Tours and B-List speakers/music
- Follow-up with clients after event

Qualifications

The ideal candidate should encompass the following skill sets:

- 2 years work experience in a Marketing and Sales capacity
- Experience in a Speakers Bureau booking speakers
- Experience promoting speakers and/or products
- Excellent relationship management skills and PR skills
- Knowledge of on-site coordination at conferences and forums that comprise of working with clients and participants to ensure smooth execution of all aspects of events
- Ability to multi-task in a demanding and fast-paced work environment
- Meticulous attention to detail with excellent organizational and time-management skills
- Excellent written and oral communication skills with strong report and letter writing skills
- Familiarity working with Microsoft Office applications and knowledgeable of databases
- Strong interpersonal skills in all internal and external relations, including the ability to work effectively with a variety of people from different countries
- Demonstrated ability to work well both independently and within a team setting
- Excellent written, verbal and interpersonal communications and public-speaking skills
- Must be eligible to work in Canada

If you think you would be an ideal candidate for the position, email your cover letter and resume to rann@freethechildren.com. Free The Children is an equal opportunity employer committed to diversity and welcomes all interested parties to apply.