



LANZBC  
**Young  
Professionals  
Network**

Building Latin American Connections

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## **Call for applications - YPN Events Co-Lead**

The LANZBC Young Professionals Network is delighted to announce that we have created the exciting new role of Events Co-Lead on our Executive Committee. They will be in charge of leading a group of volunteers dedicated to running events across all three of our core hubs: Auckland, Wellington and Christchurch. This member of the Committee will work closely with our current Events Manager.

This is a fantastic opportunity to join the YPN Committee and accelerate your career goals and connections in relation to NZ-Latin America. The YPN Committee is a team of vibrant, dynamic people working in partnership with the Latin America CAPE and the LANZBC. While these are voluntary roles, the benefits of being part of this team are well worth the time.

### **About the YPN Committee**

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The primary goal of the LANZBC Young Professionals Network Committee is to direct and manage all activities of the LANZBC Young Professionals Network. As representatives of the members of the YPN, the Committee directs and assists in the fulfilment of the network's mission and the setting and implementation of its goals and objectives.

Currently, the Committee consists of a President, a Finance & Sponsorship Manager, a Marketing & Communications Manager, and an Events Manager. We have a part-time paid Executive Administrator, who assists all Committee Members with their administrative tasks.

Committee Members do their best to attend all periodic meetings, attend events and promote the YPN and its activities to their personal and professional networks.

The members of the current Committee will remain in their positions till the Annual General Meeting in March of 2022. At the end of this term, a new Committee will be elected. Committee Members will be allowed to stand for election at the AGM should they wish to do so.

### **Events Co-Lead**

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The YPN Events Co-Lead will be a key member of the Committee who facilitates the successful delivery of all events by a managing teams of volunteers in our central hubs i.e. Auckland, Wellington and Christchurch. This person will work alongside our existing Events Manager (Events Lead) and be in charge of making sure these teams are on track to creating successful events for our members. We are looking for someone with strong communication and people management skills, who is organised with a key eye for events, and experience in events is preferred.

To assist with the implementation of events across New Zealand, the YPN Events Co-Lead will provide strategic, logistical and operational support. This includes, but is not limited to, leading the team to curate events, liaise with speakers and guests, scope venues and catering suppliers, liaising with photographers and other events providers, assisting with set up and pack down, event write ups and making sure events run smoothly.

The Events Co-Lead role has been created as part of a goal to engage the YPN membership in the running of the YPN, developing potential future Committee Members and providing professional development opportunities to members.

Key deliverables	Key Committee liaison
Working with the current Events Lead in executing the Events Plan (including a creating the calendar or events and curating events)	Events Lead
Act as a project coordinator for events alongside the Events Lead, by leading the team to <ul style="list-style-type: none"> <li>- Contact and book venues</li> <li>- Liaise with photographers and other events providers</li> <li>- Developing runsheets and programme</li> </ul>	Events Lead
Delegate tasks to the supporting teams such as: <ul style="list-style-type: none"> <li>- Setting up banners and other YPN materials on the day</li> <li>- Packing up banners and other YPN materials on the day</li> <li>- Hosting the event</li> <li>- Providing tech support during the event</li> </ul>	Events Lead



- Liaising with the venue	
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## How to apply

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Important to note:

- Applications close Friday 8th of October (subject to extension at the discretion of the YPN).
- If you're not yet a member of the YPN, please [apply on our website](#) before sending us your application for one of the roles.
- All YPN Committee roles are voluntary.
- Applicants must be able and willing to dedicate around 5-8 hours per week to the role.

To apply, please send your CV and a cover letter to [lanzbc.ypn@gmail.com](mailto:lanzbc.ypn@gmail.com)

If you do not hear from us to confirm reception of your application, please email Anika John at [anika.john@lanzbc.co.nz](mailto:anika.john@lanzbc.co.nz)

