

### **Job Description: Executive Assistant for Volunteers**

The John Molson MBA International Case Competition, hosted by the John Molson School of Business at Concordia University in Montreal, Canada, is the oldest, largest, and most prestigious MBA case competition globally. As a unique experiential learning course, the competition awards 3 credits to JMSB MBA students. The role of Executive Assistant for Volunteers is critical in ensuring the successful organization and execution of this international event.

### **Overall Purpose:**

The Executive Assistant for Volunteers is responsible for volunteer recruitment, communication strategy development, training session planning, volunteer scheduling, and coordination. This role demands clear communication, effective coordination, smart scheduling, and creative leadership.

### **Reporting Relationship:**

The Executive Assistant for Volunteers reports to the Board of Directors and the Sub Committee for Volunteers and receives guidance from the ICC Academic Advisor. The position falls under the span of control of the Organizer of Schools, Volunteers, and Sustainability.

### **Accountability:**

The Executive Assistant for Volunteers is accountable for maintaining and enhancing the JMSB ICC's reputation as the best International Case Competition worldwide. Responsibilities include recruiting 350+ volunteers, ensuring their proper training and scheduling, facilitating pre-competition preparations, managing on-site activities during the event, and coordinating post-competition clean-up.

### **Position Scope:**

Regular Board meetings are held to receive progress reports, which are prepared by the team with coaching and input from the Academic Advisor. The Executive Assistant collaborates with the Organizer for Schools, Volunteers, and Sustainability.

### **Major Responsibilities:**

- Source and recruit volunteers through various methods.
- Meet deadlines and prepare adequately for Board Meetings.
- Attend monthly meetings and update the Board on duties' progress.
- Partner with surrounding schools for engagement and retention initiatives.
- Collect information on volunteers' availabilities and skills.
- Train, organize, and schedule 350+ volunteers.
- Ensure clear communication and enforcement of event rules and purpose.
- Stay on hotel premises full-time during the competition, including pre and post-event periods.
- Submit a detailed event organizing report at the end of the process.

### **Skills and Assets:**

- Excellent interpersonal and communication skills.
- Efficient time management and multitasking abilities.
- Confidence to consistently exceed goals.
- Self-starter with the ability to work independently and collaboratively.
- Pleasant and outgoing personality.
- Conflict resolution and relationship-building skills.
- Previous volunteer experience with the JMSB ICC preferred.
- Work experience in customer service, sales, or business development.
- Proficiency in French is an asset.

### Learning Outcomes:

- Develop strong leadership and communication skills through managing a diverse team of volunteers.
- Enhance organizational and time management abilities by coordinating multiple tasks and deadlines.
- Gain practical experience in volunteer recruitment, training, and scheduling, essential for project management roles.
- Foster teamwork and collaboration in a high-pressure, real-world event environment.
- Acquire conflict resolution skills and build cross-functional relationships through interactions with stakeholders and volunteers.
- Learn event planning and execution strategies, applicable across various industries and contexts.
- Cultivate resilience and adaptability by navigating unexpected challenges and changes during the event organization process.

The Executive Assistant for Volunteers role offers a unique opportunity for personal and professional growth, preparing students for leadership positions in diverse organizational settings.

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