

CEP Vancouver Volunteer Board Member

Communications: Director, Social Media

February 2022 - July 2023



Description:

We are looking for someone passionate about facilitating connections, relationships, and opportunities within Vancouver's sustainability community. The Social Media Director will work with CEP Vancouver's Communications team to provide high-value content to sustainability professionals through our channels. This is an integral role to our operations for not only promoting CEP events and initiatives, but also keeping our network engaged in the local sustainability scene. Please note that this is a volunteer/unpaid position as we are a not for profit organization.

While you will be responsible for your own tasks, the CEP Board is very collaborative and there will be many opportunities to contribute to the team as a whole. As a CEP Board Member you'll be part of a dynamic team of sustainability professionals from various sectors. You will have the opportunity to build skills, grow your network, learn and have fun!

About CEP Vancouver

Connecting Environmental Professionals Vancouver is a non-profit, volunteer-led organization dedicated to creating opportunities for young and emerging environmental and sustainability professionals. CEP Vancouver was originally launched in 2002, and now runs on an annual membership basis with currently around 60 annual members and a broader reach to a network of over 500 sustainability professionals from across British Columbia. CEP Vancouver board members and volunteers organize speaker and networking events, tours, professional-development workshops, and a one-on-one mentoring program.

Main Tasks:

- Co-create campaigns that are engaging and valuable for the Vancouver sustainability community
- Maintain social media accounts including Facebook, Twitter, LinkedIn
- Design basic graphics to use on social, newsletter, and web channels
- Coordinate with CEP Events and Communications Teams to prepare content for CEP Vancouver's events
- Keep tabs on the local sustainability going-on's including:
 - Local events/webinars and initiatives from other organizations
 - Sustainability related news, trends, and resources

Desired Skills & Competencies:

- Some experience in a communications role
- Savvy managing and creating engaging content on social media platforms
- Ability to complete tasks independently while also contributing to the team
- Strong attention to detail, communications, and some graphic skills

Time Commitment:

CEP Board Member positions are a two-term commitment; but we appreciate schedules can change in two years. On a monthly basis, the following provides a general breakdown of expected hours:

- 1.5 hours per month for team meeting
- 3-5 hours per month for fulfilling responsibilities
- 1-2 hours per month (based on your own availability) to support and attend CEP events

Please send your resume and one or two short paragraphs outlining your interest and experience, to info@cepvancover.org by **5pm on Friday, January 21**, and include “Director of Social Media Application” in the subject line.