



## **CEP Vancouver Board Member** Director of Events

February 2022 - July 2023

### **Description:**

We are seeking a new Director of Events to help CEP Vancouver organize career development and networking events for the Vancouver sustainability community. Please note that this is a volunteer/unpaid position as we are a not for profit organization. This is an integral role to our operations as our events are a key offering for CEP Vancouver.

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:**

- Lead planning, logistics, and facilitation for key events, including panel discussions, networking sessions, experiential tours, etc.
- Manage volunteers and other board members in executing against annual events strategy within desired time frame, budget and other measures of success
- Collaborate with communications team to ensure all events are aligned and promoted, and with broader team to ensure events meet the desired outcomes (e.g. brand awareness, membership, revenue, and community engagement)
- Leverage personal and professional networks to engage industry professionals and leaders as event speakers and facilitators, and to promote event registration
- Create annual events strategy based on broader CEP approach, including formal and informal networking, capacity building and experiential events
- Work with CEP board members to develop and refine annual strategy

### **Desired Skills & Competencies:**

- Excellent project management, event planning, communication and organizational skills
- Strong personal and professional networks are a key asset for this role

### **Time Commitment:**

Overall, a CEP Board Member position is a two-term commitment; though 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@cepvancouver.org](mailto:info@cepvancouver.org) by **5pm on Friday, January 21**.