

CEP Vancouver Volunteer Board Member

Director, Mentorship

August 2022 - August 2024



Description:

Our Directors of Mentorship work as a team to lead the delivery of our flagship Mentorship program, managing and facilitating relationships with mentors and mentees, and delivering events and programming to the program cohort. This role is well suited for individuals who work collaboratively, enjoy planning & executing events, and who are passionate about connecting emerging and experienced professionals.

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!

Main Tasks:

- Responsible for the operation and delivery of the mentorship program, including:
 - Running application process for mentors and mentees
 - Events specific to the mentorship program (at least three throughout the year)
 - Ensuring support of mentor/mentee pairings throughout program
- Support execution of events and other key programs on an as needed (and as possible) basis.

Desired Skills & Competencies:

- Strong organizational and verbal/written communications skills and a desire to get things done!
- Passionate about working within a dynamic team to connect Vancouver's sustainability community.
- Ability to complete tasks independently while also contributing to the team.
- Preference will be given to candidates with experience in nonprofit management or program management.

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 hours per month for fulfilling responsibilities (closer to 10 hours for October - January)
- 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, and include "Director of Mentorship Application" in the subject line. Please note that this is a volunteer/unpaid position as we are a not for profit organization.