



Job Title: Co-Director of Events

Organization: Connecting Environmental Professionals - Vancouver

Location: Remote and in-person for events

Position Type: Volunteer, Board Member

About CEP Vancouver

CEP Vancouver is dedicated to creating opportunities for Vancouver's sustainability professionals. The organization aims to facilitate connections, collaboration, and learning within the sustainability and impact sector, ultimately driving sustainability and climate action. CEP achieves this through monthly events, mentorship programs, and a free membership that provides access to the latest news and events in Vancouver's sustainability sector.

Overview

CEP Vancouver is seeking a highly organized and creative individual with a passion for event production and sustainability. As the Co-Director of Events, you will play a pivotal role in the planning and execution of our networking events, supported by our current Co-Directors of Events.

The successful candidate will have a proven track record of coordinating successful events and a keen understanding of the nuances involved in creating seamless and engaging.

Responsibilities

Prior to events:

- Coordinate all aspects of event production, including venue selection, catering, and logistics
- Cultivate and manage relationships with vendors, ensuring high-quality services within budgetary constraints
- Contribute to the development of internal and external communication materials
- Help devise and implement outreach strategies to promote the event and ensure ticket sales

Day of the event (supported by volunteers):

- Coordinate delivery or transportation of required event materials
- Set up and monitor technical components (lighting, sound, video, staging, power, etc)
- Do final site checks to ensure safety and aesthetic standards
- Help oversee event happenings and act quickly to resolve problems

Post-events:

- Ensure sustainable end-of-life for event waste (donation, reuse, proper disposal)
- Help conduct an internal evaluation of the event's success and update expenses
- Contributing to the development, distribution, and analysis of surveys

Other

- Identify and establish strategic partnerships to enhance the impact and reach of our events
- Collaborate with internal teams to develop and implement event strategies aligned with organizational goals
- Stay informed about industry trends and best sustainable practices to continually improve event experiences

Required Experience & Skills

- Developing and managing event budgets
- A proven track record of organizing successful events
- Proficient in MS Office/ Google G Suite
- Excellent vendor management skills
- Outstanding communication and negotiation ability
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm

Assets

- Familiarity with selecting and setting up audiovisual equipment
- Fundraising experience
- Academic background in relevant field

Time Commitment

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

- 1.5 hours per month for team meeting
- 5-8 hours per month for fulfilling responsibilities
- 1-2 hours per month* (based on your own availability) to support and attend CEP events.

**hours may vary depending on event needs throughout the year*

How to Apply

If you are eager to facilitate connections, relationships, and opportunities within Vancouver's sustainability community, and have the required qualifications and experience, we encourage you to apply for the Co-Director of Events position at CEP Vancouver. Please email a cover letter (max 500 words) and your resume to info@cepvancouver.org

Thank you for your interest.

We respectfully acknowledge that we are located on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.