



Job Title: Co-President

Organization: Connecting Environmental Professionals - Vancouver

Location: Hybrid

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 an experienced Co-President. The Co-President will work collaboratively with their counterpart Co-President to lead the organization's strategic direction, operational management, and external advocacy efforts. This leadership structure emphasizes shared accountability and complementary skill sets to maximize organizational impact. The Co-President will ensure alignment with the organization's mission, drive stakeholder engagement and maintain financial sustainability.

Responsibilities

Strategic Leadership

- Collaborate with the Board and Co-President to develop and execute a clear, actionable strategic plan
- Drive the organization's vision, ensuring all programs and initiatives align with its mission
- Foster a strong culture of collaboration, equity, and inclusivity across all levels of the organization

Operational Oversight

- Oversee day-to-day operations, ensuring compliance with legal, regulatory, and financial obligations
- Monitor and evaluate program effectiveness, recommending improvements where necessary
- Lead and support senior staff, ensuring professional development and alignment with

organizational goals

Advocacy and Stakeholder Engagement

- Represent the organization to external audiences, including media, policymakers, and partners.
- Build and maintain relationships with community leaders, funders, and collaborators.
- Act as a public spokesperson, amplifying the organization's impact and visibility.

Governance and Board Relations

- Work closely with the Board of Directors to align organizational goals and priorities.
- Provide timely updates on organizational performance, challenges, and successes.
- Support Board development and actively engage in governance best practices.

Qualifications

Experience

- At least 3 years of leadership experience, preferably in non-profit management
- Experience working within a co-leadership or collaborative leadership model
- Experience in strategic planning, team leadership, and organizational growth

Skills

- Strong financial acumen, with experience managing budgets and financial operations
- Exceptional communication and interpersonal skills
- Demonstrated ability to build and maintain relationships with diverse stakeholders

Assets

- Familiarity with Google Suite
- Familiarity with the organization's specific focus area of environmental issues and education
- Existing network of relevant contacts in the non-profit or philanthropic sector
- Previous experience with leadership role
- Academic background in Non-Profit Management, Business Administration, Public Administration, or a related 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:

- 40 hours per month for team meetings and fulfilling responsibilities

- 1 year term commitment

How to Apply

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

Thank you for your interest.

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