

## **CEP Vancouver Volunteer**

Event Coordinator (Volunteer Position)

10-15 hrs per month



### **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 Events Coordinator, you will play a pivotal role in the planning and execution of our networking events, supported by our two 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 Co-Directors):**

- 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 internal evaluation of 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 selecting and setting up audiovisual equipment
- Fundraising experience
- Academic background in relevant field

**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 Marketing Director position at CEP Vancouver. Please email a cover letter (max 500 words) and your resume to [info@cepvancover.org](mailto:info@cepvancover.org)

Thank you for your interest.