



## CEP Calgary Volunteer Position

# Board Member – Communications and Marketing

Work Term:	Volunteer, Minimum 2 Years
Time Requirement:	6 hours/month
Closing Date:	Until position is filled

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### About CEP Calgary

Connecting Environmental Professionals (CEP Calgary) is dedicated to promoting opportunities for emerging and established environmental and sustainability professionals in Calgary. We host an annual speaker series on a variety of topics, and host networking events and career workshops for emerging environmental professionals. We are always looking to expand into new ways of engaging environmental professionals in the Calgary market through special events and collaboration with other organizations.

### Purpose of position

CEP Calgary Board Members are responsible for the strategic direction and vision of the organization.

### Tasks will include

- Attending Board meetings (monthly) and CEP events on a regular basis (2-4 hours/month)
- Taking responsibility with support of other board members to plan 1-2 events per year, which requires attracting excellent speakers of interest to the environmental professional audience and pre-event coordination
- Encouraging people to attend the sessions and marketing CEP events through personal networks
- Developing and overseeing the CEP Calgary's Communications Strategy
- Providing guidance to the CEP Management Team volunteers, including the Communications manager and Communications volunteer
- Supervising and reviewing monthly newsletters for content, quality and brand consistency
- Supervising and reviewing website and social media for content, quality and brand consistency
- Maintaining website and social media accounts (WIX, Instagram, LinkedIn)
- Coordinating monthly event speaker gifts (Tree Era)



### **Qualifications/Requirements**

- Motivated, self-starter with the ability to work with a high level of autonomy
- Demonstrated values that align with the organizations three guiding principles – Education, Engagement and Employment
- Willingness to attend monthly Board meetings and occasional CEP events, as well as commit to sitting on the Board for a minimum of two years
- Well established network within the sustainability and environmental field
- Previous Board experience not necessary but preferred
- Attention to detail and highly organized

### **What CEP can give you**

- Access to a strong sustainability and environmental network
- Board experience and experience overseeing strategic direction of a non-profit
- Continuous education on important environmental and sustainability issues
- Growth in a fun environment – CEP Board members take their responsibilities seriously, but have fun while they are doing it

### **To apply or submit a nomination**

If you, or someone you know, is interested in this exciting and dynamic volunteer position, please send a resume and a brief (150-450 words) statement outlining why you, or your nominee, are the best candidate for this position to [cepcalgary@gmail.com](mailto:cepcalgary@gmail.com).