



CEP Calgary Volunteer Position

Membership and Mentorship Manager

Volunteer Term:	Minimum 2 Years
Time Requirement:	1-1.5 hour/week for general duties and meetings; and 3 hours/quarter for attendance at online or in-person mentorship events.
Location Requirement:	Calgary, Alberta
Closing Date:	Until position is filled

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 a speaker series, networking events and career workshops for emerging environmental professionals.

We are currently 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

Facilitate and support implementing CEP Calgary's mentorship program and maintaining membership database. The successful applicant will work most directly with the CEP Calgary Management Team Lead and Management Team.

Duties and Responsibilities

- Maintain active membership database
- Keep track of expiring members and send out membership renewal emails
- Prepare, send, and compile results from annual membership questionnaire
- Support implementation of new mentorship program for CEP Calgary, including design, management of mentors and mentees, and timely check-ins
- As needed, support other Management Team members and their initiatives

Qualifications/Requirements

- Sufficient work and/or volunteer experience so as to be able to actively participate in promoting CEP to potential employers, speakers and members
- Willingness to lead in designing a new mentorship program



- Motivated, self-starter with the ability to work with a highly dynamic team
- Demonstrated values that align with the organization's three guiding principles – Education, Engagement and Employment
- Willingness to attend monthly CEP Calgary events (typically on Wednesday evenings), attend Management Team meetings, as well as commit to volunteering with CEP Calgary for a minimum of two years
- Previous event execution experience is preferred

Orientation and Training

Documents provided and additional support from the CEP Management Team Lead and existing Management Team.

Benefits of Volunteering with CEP

The successful applicant will be able to connect with a wide network of environmental professionals and leaders, work with a dynamic and interdisciplinary team of volunteers, and strengthen/showcase his/her event management and leadership skills.

To Apply

If you are interested in this exciting and dynamic volunteer position, please send a resume and a brief (150-450 words) statement outlining why you are the best candidate for this position to cepcalgary@gmail.com.