



## CEP Calgary Volunteer Position

### Events Manager

Volunteer Term:	Minimum 2 Years
Time Requirement:	0.5-1 hour/week for general duties and meetings; and 3 hours/month for attendance at online or <b>in-person events</b> .
Location Requirement:	Calgary, Alberta
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 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 speaker series and other special events. The successful applicant will work most directly with the CEP Calgary Management Team Lead and Management Team.

#### Duties and Responsibilities

- Ensure the successful operation of the CEP Calgary speaker and networking events
- Liaise with venue manager(s) on logistics, e.g. projector, screen, sound system, room availability, etc.
- At the events, welcome and check-in event attendees and support event logistics, and make financial deposits
- At the events, help resolve any issues that may arise (e.g. venue, technology, etc.)
- After the events, track event attendee numbers and revenue generated
- After the events, add new members and non-members to the CEP Calgary mailing list
- Store and keep track of inventory, and bring relevant inventory to events as needed
- 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
- 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
- Commit to attending 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
- Willingness and space to store inventory (e.g. projector, laptop, swag, cashbox) and have access to car to bring to events as needed
- 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](mailto:cepcalgary@gmail.com).