



Job Title: Event Coordinator (2 positions available)

Organization: Connecting Environmental Professionals - Vancouver

Location: Remote and in-person for events

Position Type: Volunteer

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 Event Coordinator, you will play a pivotal role in the planning and execution of our 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 events.

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 an internal evaluation of the 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 improve event experiences continually.

Required Experience & Skills

- Strong organizational and project management skills.
- Excellent verbal and written communication abilities.
- Passion for environmental sustainability and building professional communities.
- A proven track record of organizing successful events.
- Proficient in MS Office/ Google G Suite.
- Able to handle stress and remain calm.
- Excellent vendor management skills.
- Developing and managing event budgets.

Assets

- Fundraising experience.
- Academic background in relevant field.

Time Commitment

We are seeking two **Events Coordinators** to join our team:

1. **Position 1:** Expected commitment of **10–15 hours per week**.
2. **Position 2:** Expected commitment of **2–5 hours per week**.

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 Event Coordinator position at CEP Vancouver. Please email a cover letter (max 500 words) and your resume to info@cepvancouver.org; subject: Event Coordinator.

We thank all applicants for their interest.

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