

Purpose of Position	To research, organize and promote CPAWS Calgary/Banff monthly chapter meetings.
Duties & Responsibilities	<p>The successful applicant will complete a variety tasks relating to monthly chapter meetings. <b>Examples</b> of the agreed-upon tasks include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Research relevant speakers for monthly meetings at least 3 months prior to the meeting.</li> <li>- Develop a consistent set of directions and all necessary information for speakers and members.</li> <li>- Assist with promotion of chapter meetings through listserv announcements, online calendars, Facebook, posters, etc.</li> <li>- Continually try to increase the opportunities for meeting promotion.</li> <li>- Attend and assist with the execution of the meetings.</li> <li>- Help develop a speaker appreciation / recognition system.</li> <li>- Be a professional and knowledgeable representative of CPAWS.</li> </ul> <p>NOTE: the above responsibilities may be divided up between two assistants and possibly the Outreach Manager based on skill, interest and availability.</p>
Time Requirements	2 to 4 hours per week (variable and negotiable). Expected commitment: minimum 6 months.
Skills & Other Requirements	<p>The successful applicant should possess;</p> <ul style="list-style-type: none"> <li>- Excellent organizational and research skills</li> <li>- Ease in talking to new people (eg. store/café managers to ask permission to post advertisements, meeting attendees, speakers)</li> <li>- Willing to travel to various locations around the city where necessary (usually only once a month).</li> <li>- Ability to meet agreed upon deadlines and execute tasks in a timely fashion is extremely important.</li> <li>- Desire to continually break meeting attendance records.</li> <li>- Passion for wilderness and conservation.</li> </ul> <p>Other Requirements</p> <ul style="list-style-type: none"> <li>- It is strongly recommended that this volunteer be available to attend chapter meetings on the second Monday of every month.</li> </ul>
Orientation & Training	General volunteer orientation. In addition, a more detailed orientation to the organization and execution of chapter meetings will be provided directly by the Outreach Manager.
Work With	The successful applicant will work most directly with the Outreach Manager, but will have contact with most staff. In addition the successful applicant will meet every 2-3 months with the Outreach Manager to discuss progress and provide mutual feedback on the position and agreed upon tasks.
Benefits to Volunteer	Gain experience in event organization and promotion, a very transferable skill. A reference letter will be provided upon the completion of the agreed upon time commitment (minimum 6 months). In addition, you will play a much-needed and vital role in the heart of the CPAWS Calgary/Banff Chapter and have an influence on the type of speakers and topics showcased at our chapter meetings.
To apply	Please send a cover letter and resume with a completed CPAWS volunteer application to the Outreach Manager.