

Purpose of Position	To assist with various aspects of Outreach, promoting the goals and objectives of CPAWS.
Duties & Responsibilities	<p>The successful applicant will complete a variety tasks in the areas outreach, including:</p> <ul style="list-style-type: none"> - Must become very familiar with CPAWS, our campaigns, projects and education programs. - Research, organize and promote outreach event opportunities for CPAWS (ie community events where we can hold CPAWS booths). - Help promote CPAWS Events, Programs or Campaigns as appropriate. - Assist in restocking brochures, posters and newsletters at various locations in Calgary or in other areas in Southern Alberta through mail-outs or in-person visits. - Seek out opportunities for the distribution of brochures and other promotional material. - Assist with the development of new outreach materials. - Seek new tools and opportunities for CPAWS outreach (eg. new booth activities for kids, community presentations, etc). - May attend outreach events, presentations and workshops (includes helping to set up and take down; talking to the general public about CPAWS and various projects; and distributing outreach materials).
Time Requirements	Approximately 10-15 hours a month. Expected commitment: minimum 6 months.
Skills & Other Requirements	<p>The successful applicant should be;</p> <ul style="list-style-type: none"> - Highly organized with attention to detail. - Good research and communication skills. - Comfortable talking to new people. - Comfortable traveling around the city to deliver materials. - Willing to learn and retain CPAWS information. - Passion for wilderness, conservation and CPAWS. <p>Other Requirements</p> <ul style="list-style-type: none"> - Should be able to visit the CPAWS office periodically. - Own vehicle is an asset (for travel to distribute outreach materials and to outreach events, especially out-of city.)
Orientation & Training	General volunteer orientation. In addition, a more detailed orientation to the various aspects of outreach will be provided directly by the Outreach Manager.
Work With	The successful applicant will work primarily with the Outreach Manager but will have contact with most staff members, especially if work is conducted in the CPAWS offices. In addition the successful applicant will meet bi-monthly with the Outreach Manager to discuss progress and provide mutual feedback on the position and agreed upon tasks.
Benefits to Volunteer	The experience gained through this position will be diverse and transferable to a number of paid and volunteer positions in the environmental/non-profit sector. 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. This volunteer will have a great deal of contact with the

	public, interaction with supporters and will be instrumental in gaining new members, donations, volunteers and support for CPAWS Calgary/Banff. This role is dynamic and will grow as new outreach ideas are developed and implemented.
To apply	Please send a cover letter and resume with a completed CPAWS volunteer application to the Outreach Manager.