



Events Calendar Team Job Description

Please review the following job description and carefully consider whether the responsibilities, structure and time commitments are the right fit for you.

Title	Event Calendar Team (no positions available)
Description	<p>There's a lot of great work taking place in this city, but sometimes it's hard to stay on top of all of the great CSR and sustainability-related events and activity, particularly if you're new to the community.</p> <p>The events calendar team will help create a single go-to source for all sustainability and CSR-related events in the city. They will conduct outreach to ensure CSR-related organizations are aware of this service. The team will also work with technical volunteers and partner organizations to ensure events are easily and accurately uploaded to the site.</p>
Responsibilities	<ul style="list-style-type: none"> • Approach like-minded organizations to promote our calendar as a powerful promotional tool for their next event. • Review event submissions for completeness and accuracy. • Support listing organizations in the event upload process.
Qualifications	<ul style="list-style-type: none"> • Willingness and ability to effectively and professionally conduct outreach (in person, by phone and email) with organizations who should be listing events on our calendar. • Passion for and knowledge of sustainability and CSR activity in the city. • Outstanding eye for detail. • Self-discipline to meet deadlines in an unstructured environment. • Reliable daily internet access and familiarity with standard email technology.
Benefits	<ul style="list-style-type: none"> • Empowers you to influence Calgarians and advance the sustainability cause. • Pre-launch, the role will give the opportunity to meet with and learn about organizations and the great work they are doing. • After the launch, the week-to-week time commitment should be modest and flexible. • Fun and easy way to stay on top of the latest sustainability trends and events. • Gives you access to regular social and learning events offered by the Compact.
Time commitment	<p>Following the launch of the Compact site, the event calendar team will meet on a monthly basis in a format to be determined by the team.</p> <p>Volunteers are asked to make a minimum six month commitment, during which they will be asked to commit to between two to four hours a week prior to the launch and two to three hours per week following the launch.</p>
Challenges	<p>The Compact's virtual structure can reduce the amount of face-to-face interaction associated with this role. This is somewhat mitigated by social and learning events, which are hosted regularly by the Compact. Volunteers should still be prepared to manage their own time and respect the time urgency associated with this role.</p>
Training and orientation	<p>Volunteers could start immediately but would be expected to participate in a minimum two-hour orientation within seven weeks of their start date.</p>

Boundaries	All members of the team must sign and comply with the Compact's Volunteer Code of Conduct.
Supervision	<p>Board oversight and day-to-day contact: Lisa Litz (lisa@calgarycompact.ca)</p> <p>Note: It is expected that a member of the Events Calendar Team will be designated as team lead in the first month or so of operation. This individual will coordinate the activities of the team and liaise with the Board of Directors.</p>
Evaluation	TBD (Group will establish key performance indicators in initial meetings)
Screening	<p>Application Questions:</p> <p>Do you have access to the internet during the working day? At home? From a mobile device?</p> <p>What was the most meaningful sustainability event you attended in the past year? Why?</p> <p>What do you want to know when deciding whether or not to attend an event?</p>

Created on: April 14, 2010

Created by: Lisa Litz

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