

Resource Development 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	Resource Development Team member (2 persons)
Description	<p>Searching the Internet for useful and practical resources related to social responsibility and sustainability can be difficult, especially if you're looking for information that is current and easily understandable.</p> <p>The Resource Development Team provides practical information and tools that enable Calgarians to learn and develop knowledge regarding corporate social responsibility and sustainability. This is done primarily through an online resource library.</p>
Responsibilities	<ul style="list-style-type: none"> • Ensuring the resource section of the Calgary Compact site is current and comprehensive for the needs of the Compact site's users. • Research, classify and update resources from a large breadth of online content. • Consult with other Calgary Compact volunteer teams such as the Editorial Committee or the Events team to provide relevant resource referrals. • Participating in ongoing skill-building opportunities offered by the Compact. • Occasionally representing the Calgary Compact at industry events.
Qualifications	<ul style="list-style-type: none"> • Possesses a research-oriented drive to compile and organize information; • Has an ability to work well within a team environment; • Is self-motivated and passionate about sustainability and CSR; • Has the self-discipline to meet goals and objectives in an unstructured environment; • Has reliable daily Internet access and is familiar with standard email technology.
Benefits	<ul style="list-style-type: none"> • The Compact's virtual structure ensures a flexible work schedule and work place; communications and meetings with the Resource Development Team can be adapted to the needs of your busy schedule. • Enables you to champion and support aspects of sustainability and corporate social responsibility that are most interesting to you. • Empower you to influence Calgarians and advance the sustainability cause. • Helps you build and strengthen your research experience. • Gives you access to optional learning and social events offered by the Compact.



Time commitment	The Resource Development Team member is asked to commit to one term of 1 year . A weekly commitment will average 2-4 hours per week. This includes the time involved in participating in team meetings, researching resources and responding to emails.
Challenges	Engaging volunteers in a primarily virtual environment presents some challenges that require a charismatic and engaging personality to overcome a perceived lack of physical interaction.
Training and orientation	Volunteers can start immediately but are asked to participate in a minimum two-hour orientation within seven weeks of their start date. Ongoing training and skill-building opportunities will be provided.
Boundaries	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
Supervision	Board oversight and day-to-day contact: Leo Wong (leo@calgarycompact.ca) Note: It is expected that a member of the Resource Development Team will be designated as team lead in the first few months or so of operation. This individual will coordinate the activities of the team and liaise with the Board of Directors.
Evaluation	TBD (Editorial Committee will establish in initial meetings)
Screening	Candidates will be asked to provide a resume and will be selected based on their research experience and interest in CSR and sustainability. While formal writing training and/or professional writing experience are not required, it is highly desirable. Application form question(s): Find 3 articles you think would engage the Calgary Compact audience and for each one create a 2-sentence summary to publish on the Calgary Compact Resource page.