



## **JOB DESCRIPTION**

# **DIRECTOR OF VOLUNTEERS & EVENTS**

### **Position Overview:**

The Director of Volunteers & Events leads the planning, coordination, and execution of all Nature Calgary events, including the 70th Anniversary celebrations. This position ensures that all events align with the organization's mission and enhance community engagement.

### **Key Responsibilities:**

- **Event Planning:** Develop and execute a strategic events calendar, including public walks, clean-ups, speaker series, and the 70th Anniversary.
- **Coordination & Logistics:** Manage all event logistics, including venue booking, speaker invitations, permits, and on-site arrangements such as booth setup.
- **Collaboration:** Coordinate with the Speaker Series Coordinator and the Bird Study Group Coordinator to align event content and schedules.
- **Digital Coordination:** Oversee the recording of Zoom presentations and ensure they are uploaded to Nature Calgary's YouTube channel.
- **Volunteer Management:** Recruit and manage volunteers to assist with event execution, ensuring they are properly trained and equipped.
- **Budgeting:** Collaborate with the Treasurer to set event budgets, ensuring financial efficiency and transparency.
- **Promotion:** Work closely with the Co-Directors of Marketing & Communications to promote events through social media, email newsletters, Nature Calgary's website, and community outreach.
- **Post-Event Evaluation:** Conduct post-event evaluations, gathering feedback to improve future events.

### **Qualifications:**

- Strong organizational and project management skills.
- Experience in event planning, especially for non-profits or community organizations is considered an asset.
- Excellent communication and interpersonal skills.