

Volunteer Opportunity

Sustainable Events Consultant

POSITION

Sustainable Events Consultant

OVERVIEW

The McGill Office of Sustainability (MOOS) provides the strategic guidance, support, and resources to transition McGill into an institutional model of sustainability for society. In partnership with students, staff, and faculty, we advance McGill's vision for sustainable research, education, connectivity, operations, and governance.

As a volunteer with the Sustainable Events Consultant team, you will liaise with event organizers in the McGill community to ensure that they are organized in the most sustainable way possible. By utilizing both online and print resources, you will help event organizers gain access to knowledge about sustainable resources, and help ensure best practices at events.

DUTIES

- Meet with students, staff, and faculty who are organizing events to help them make their events socially, financially, and environmentally responsible
- Consult with and/or audit at least five to ten events per semester by using our sustainable events checklist and resources
- Per week commitment: One team meeting, 2 hours reserved for consultations and 1 hour for follow ups with event planners
- Attend and contribute to regular Consultant team meetings
- Develop resources and tools for more sustainable events

QUALIFICATIONS

- Excellent judgment and resourcefulness; you can work independently to get the job done
- Strong verbal and written communication skills; able to communicate with students and staff in a professional manner
- A systematic approach to accomplishing your tasks and reporting on your achievements
- Strong time management skills and ability to handle multiple tasks
- A commitment towards our University, sustainability, and responsible event planning
- Students in all programs, from downtown or Mac campus, at McGill are encouraged to apply to our team.

HOW WE WILL SUPPORT YOU

- We will give you all the tools and resources you need to make your mission successful (e.g. training, sustainability best practices, promotional material, network, organizational tips, etc.)
- We will provide a passionate work environment with a dynamic, supportive, and caring team
- We will make sure you grow personally and professionally through your work
- We will invite you to the tastiest potlucks you will ever attend!

HOURS: 5 hours per week until the end of the 2019-20 school year. Consultants will need to attend a 3-hour training session on sustainable events and event planning on September 27th. Your participation will be added to your myInvolvement co-curricular record at the end of each semester, as well as a letter of recommendation from MOOS for exemplary consultants.

HOW TO APPLY:

- Click [here](#) to fill out our application form
- We will contact you on September 16th by the end of the day regardless of result.

Deadline to apply is midnight Sunday, September 15th

If you have any questions, feel free to email events.sustainability@mcgill.ca and we would be happy to help!

The McGill Office of Sustainability (MOOS) values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTTQI (lesbian, gay, bisexual, transgendered, two-spirited, queer, intersex), members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this recruitment process.