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CERTIFICATION



Volunteer Opportunity McGill Sustainable Events Ambassadors (2023-2024)

Position

Sustainable Events Ambassador

Overview

The Sustainable Events Ambassador Program is an academic year-long volunteering opportunity (September 2023 - April 2024) for students to raise awareness of sustainable best practices by providing guidance and resources to event planners at McGill. The program offers a platform for students to apply their skills and creativity to grow the sustainability movement at McGill.

Sustainable Events Ambassadors will help to build a culture of sustainability on campus by consulting with McGill event planners about how to create events that are environmentally, socially, and economically sustainable. Ambassadors will also have opportunities to attend events as Waste Educators, to help attendees sort their waste.

Sustainable Events Ambassadors will gain sustainability education and community engagement experience, learn about best practices in event planning including how to reduce waste, meet new people, and have fun!

Duties

- Attend in-person volunteer training in mid-September (September 14 or 15 to be confirmed, duration: 1.5 hours)
 - Additional training
 - Complete the [McGill Sustainability Module](#)
 - Attend at least one [SKILLS21 workshop](#) offered through the Office of Sustainability (offered both fall and winter term)
 - Lead virtual and in-person meetings with event planners to guide them through the Sustainable Events Certification checklist, providing advice and resources as needed
 - Meet approximately twice per month (virtually or in person) with the Sustainable Events Intern and other Events Ambassadors to check-in, continue training, and have fun!
 - Attend events as waste educators. Includes standing near waste bins or food serving stations to show people how to sort their waste (e.g. compost, recycling, landfill)
 - Reach out to McGill staff and student groups with presentation materials to encourage participation in the Sustainable Events Certification program
- ❖ **Note:** Events Ambassadors will have some flexibility to choose between activities – for example, focusing on event certifications or focusing on attending events as waste educators (or participating in both)



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Qualifications

- Autonomy and resourcefulness; you can work independently and get the job done
- Communication skills; you're comfortable leading one-on-one meetings virtually or in person
- Teamwork; you enjoy being a part of a team, maintaining regular communication, and offering your skills to further projects
- Ability to take a systematic approach to accomplishing your tasks and reporting on your achievements
- A commitment to learning and sharing sustainable best practices

Hours

Average of 2-3 hours per week (minimum 2 hours) during the fall and winter semesters, with fluctuations based on the number of event planners seeking certification. Ambassadors will not have any responsibilities during examination periods.

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, a network of peers and mentors, organizational tips, etc.).
- We will provide a passionate work environment with a dynamic, supportive, and caring team.
- We will work to adapt to your schedule as a student.
- We will help you grow personally and professionally through your work.
- We will add your volunteer commitment to your myInvolvement co-curricular record at the end of each semester.
- We will write letters of recommendation for exemplary ambassadors' applications to internships, jobs, etc.

How to apply

Please fill and submit the [online application form](#) by **Tuesday, September 5 at 11:59 p.m.**

For more information, contact Joseph Liang, Sustainable Events Intern, at events.sustainability@mcgill.ca.

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. On the application form, 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.