

Volunteer Opportunity: Events

We have many events every month here at CCF, which need volunteers in preparation for events and at events themselves.

Event Planning and Publicity Volunteers

This is varied behind-the-scenes role that works directly with the Volunteer and Events Organiser and can include some or all of the following:

- Coming up with event ideas, researching and finding the support for them (eg. Finding someone to give a talk on a subject, not just coming up with the subject for a talk).
- Providing feedback for event ideas under development.
- Assisting with the promotion of events, such as putting up posters around the city, advertising online and in event calendars, drafting media releases for certain events.

It needs someone who:

- Is creative and has lots of ideas but is also willing to do the work to see them through completion. Specialising in one kind of event or subject area is perfectly fine.
- Is good at working in a small team and can meet deadlines without a lot of supervision.
- Knows how important promotion is to the success of an event.
- Has the urge to tell everyone they know when we are having a great event!
- Can let us know if they are really interested in organising events on particular topics, eg. eco renovation, food issues, etc.

Meet & Greet Volunteers

- These invaluable people come to events around the city on time and with enthusiasm
- Help to set up and take-down chairs, tables, projector, outreach materials, etc.
- Help to 'administrate' the event as appropriate. For example this could mean taking tickets, passing around sign-up sheets, holding the donations bucket at the door, providing IT support, preparing refreshments: there's a lot of variation!

It needs someone who:

- Is punctual and can travel to events around Cambridge.
- Is flexible, willing to jump in and help with whatever needs doing at the event.
- Likes attending events as you'll also get the benefit of attending talks, movie screenings, workshops, etc, that we put on.

Sounds like you? Email our Volunteer Organiser via stephanie@cambridgecarbonfootprint.org with details of who you are, your relevant experience and why you want the job!