



The Vancouver Tool Library is currently seeking a Workshops & Events Officer to join our team in September, 2011.

About The VTL

The Vancouver Tool Library (VTL) is a cooperative tool lending library at 3448 Commercial Street. We are motivated by a vision of our community empowered by the tools and skills needed to transform their homes and communities into vibrant spaces that reflect a commitment to sustainability. To get there, we are creating a community resource that will reduce the costs of improving and greening the places in which we live, work, and play. More information is available on our website, at www.vancouvertoollibrary.com

Commitment

This is a volunteer position that requires a time commitment of approximately six hours per week to complete the responsibilities outlined below. In addition, the Officer needs to be able review and respond to emails related to VTL workshops in a timely manner.

Workshop Officer's Roles and Responsibilities

- Identify member demand for the frequency and type of workshops to be held
- Identify potential facilitators of workshops and enlist their participation
- Develop and schedule, and promote workshop series
- Book and coordinate tabling and small VTL fundraising events
- Acquire and maintain sound knowledge and understanding of the organization
- Represent the VTL in a professional and friendly manner when approaching potential partners
- Attend bi-weekly Board Meetings

Qualifications of the applicant

- Interest in working in a non-profit environment
- Organized
- Professional communicator
- Excellent skills planning group activities
- Experience in a tool/trades related field is preferred but not essential
- Prior experience in education or workshop planning preferred

Benefits

- Grow your personal network by meeting and working with a great Board and Volunteer group
- Learn and gain professional experience in a leadership role
- Opportunity to learn about tools and gain the skills needed to use them
- Personal satisfaction of contributing to a non-profit community organization

To apply for this position, please send your resume and a statement of interest to president@vancouvertoollibrary.com before September 15th.

We look forward to hearing from you!