



Position Description

CSR ADVISOR AND ADVISORY SERVICES COORDINATOR

Location: Vancouver
Department: Advisory Services
Start Date: Immediately

OUR MISSION

Founded in 1995, CBSR provides thought leadership and candid counsel to our members as they formulate powerful decisions and actions that improve business performance and contribute to a better world. We are passionate about our work in corporate social responsibility (CSR) and the work that we do with our members.

CBSR's work style and culture

At CBSR, we pride ourselves on our engaging culture and mission focused work. We are a small, energetic, and nimble organization, efficient with our resources and highly effective in the work we undertake. We seek team members that are:

- Able to collaborate and work independently
- Committed to producing only the highest quality products and services
- Creative problem-solvers, focused on solutions
- Effective time managers who are able to meet deadlines and manage multiple priorities
- Willing to travel as needed to meet member needs

POSITION DESCRIPTION

Reporting to the Director of Advisory Services, the CSR Advisor and Advisory Services Coordinator will:

- Manage day-to-day relationships between CBSR and a group of its member companies
- Identify opportunities and support member engagement efforts for members
- Identify specific opportunities to directly promote CBSR expertise to individual companies
- Support the development of proposals outlining high impact ways for CBSR to provide service
- Provide day-to-day support of advisory service project teams
- Support the development of tools, service lines and products to assist the deepening of CSR commitment and practice in our member companies
- Provide central advisory services support
- Work with the team to refine, manage and deliver on CBSR's value proposition

PRIMARY AREAS OF RESPONSIBILITY

Member engagement

- Serve as liaison with clients generally and as primary contact with specific member companies
- Provide meaningful expertise and guidance to CBSR's members and clients on CSR issues
- Leverage CBSR knowledge to advise members and clients to answer specific questions as they arise
- Identify opportunities to directly share and promote CBSR expertise to member companies
- Contribute to the planning, development and support of the member services team

Advisory services

- Develop proposals outlining ways that CBSR can provide advisory services to its members
- Provide day-to-day support for the delivery of high quality business advisory services on CSR related issues
- Lead and coordinate project teams of staff from different disciplines and different seniority levels across and outside of the organization
- Support development of CBSR perspectives and value added tools, service lines and products to assist the deepening of CSR commitment and practice in our member companies

Advisory services support

- Maintain a central record of outstanding proposals, completed projects and case summaries
- Develop and update advisory services templates, biographies and sales materials as required

POSITION REQUIREMENTS

- A post-secondary degree and 1-2 years of relevant experience is required
- Knowledge of and experience in the private sector is necessary
- Minimum 1-2 years relationship management experience
- Minimum 1-2 years experience related to a CSR industry or functional area
- Demonstrated excellence and achievement in account management, project management, sales, consulting, and business development
- Able to work independently with limited oversight
- Highly motivated and effective team player
- Excellent written and oral communication/presentation skills
- Familiarity with the network of leading stakeholders in the CSR community
- Strong research skills
- High ethical professional standards and values

PROMOTING DIVERSITY

CBSR is an equal opportunity employer and is committed to a diverse workforce. We actively seek to recruit people with diverse backgrounds, experiences and perspectives reflecting the full diversity of our economy and society.

COMPENSATION

Compensation is competitive and commensurate with skill, knowledge and experience level and the constraints of a non-profit business organization with a bonus and excellent benefits program in place.

TO CONTACT US

Please electronically mail your cover letter and resume to:

Canadian Business for Social Responsibility

Attn: Azar Pourian

info@cbsr.ca

Please include 'CSR Advisor and Advisory Services Coordinator' in the subject line of your email. No phone calls, e-mail response only please. Let us know how you heard about the position. To learn more about CBSR, please visit our website at www.cbsr.ca.