DRAFT – Language to be altered to fit individual club needs

**Volunteer Position Description**

Young Alumni Liaison – Regional and Affinity Networks

**Overview:**

Regional Clubs play a vital role in establishing and maintaining active connections between alumni, students and Cornell. These clubs also provide meaningful engagement opportunities and support key campus priorities. The Young Alumni Liaison helps inform club programming, identifying opportunities to expand appeal to graduates of the last decade. The Liaison supports engagement efforts for graduates of the last decade including event participation, volunteerism, philanthropy and other university priorities.

**Primary Roles**

* Cultivate relationships with graduates of the last decade in the region or affinity group
* Support the club in efforts to engage young alumni through social media, special events, volunteer programs, philanthropic initiatives and other university priorities
* Represent the interests of graduates of the last decade and contributing toward any programs or initiatives where young alumni are a part of the target audience
* Participate in regularly scheduled club leadership meetings

**Suggested Secondary Roles**

* Monitoring/creation of social media
* Digital content creator
* Technical advisor for new systems/software/hardware

**Skills and Attributes**

**Required**

* + Undergraduate alumni with graduation date within the past 10 years
  + Ability to work collaboratively with club volunteers and Cornell Alumni Affairs staff
  + Strong communication skills, including the ability to motivate others and inspire action
  + Desire to build and maintain relationships with alumni in your area or affinity group
  + Enthusiasm for Cornell and its wide range of alumni!

**Desired**

* + Outgoing personality, comfortable meeting new people
  + Social media experience
  + Comfortable with technology (entry level)

**Time Commitment: 2 to 5 hours per month**

* Attend committee meetings: 0.5 – 2 hours per month

*There are typically XXX meetings per year, typically happening on a XXX basis, depending on need; time estimate includes preparation and actual meeting time.*

* Alumni engagement and cultivation activities: 1-2 hours per month

*Estimate includes attending events, independent research, phone calls, emails or meetings with area alumni to develop relationships and inspire increased engagement.*

**Term: Minimum 1 year, term limit varies by club**