



Position Title: Membership Liaison

Job Description & Responsibilities:

- Acting as the point of contact for the membership body of the Association and is the direct voice of the members and shares with the whole board, any issues that the membership is facing.
- Helping the Public Relations Specialist in identifying alumni spotlight features for alumni with significant achievement.
- Networking with alumni and identifying potential benefit leads and passes them along to Benefits Specialist.
- Helping the Executive Board identify talent and recruiting of alumni members for board vacancies.
- Engaging members on social media to increase involvement in the Association.
- Supporting new Chapter members through onboarding.
- Supporting the Events & Marketing Manager with welcome strategies for new members events.
- Maintaining and cultivating membership culture through constant, active engagement with the members.

Qualifications & Requirements:

- Must be an E.O.F. Alumna/Alumnus with an Associate's or Bachelor's Degree and applicable professional experience
- Demonstrate strong leadership skills with prior experience in leadership positions, preferably in nonprofit organizations or higher education relating to student engagement
- Has a strong understanding of the history of the E.O.F. programs across the state
- Needs to be a professional, approachable, fun and outgoing individual who enjoys networking
- Should be a strategic, innovative, and a critical thinker pertaining to alumni engagement
- Must be highly organized and a self-motivator and self-starter
- Be able to establish and maintain effective working relationships with board members, volunteers and all E.O.F. Alumni both virtually and in person
- Efficient communication ability, both written and oral
- Must be a strong advocate for the Alumni and their needs
- Should be proficient and comfortable with virtual team collaboration
- An understanding of the following tools: Google Apps, Video conferencing, and virtual project management tools (i.e. Asana) is preferred