



**Position Title: Regional Liaison(s)**

**Job Description & Responsibilities:**

- Being responsible for cultivating membership and organizational culture.
- Building relationships with key members of the community in their respective regions in order to promote community events and/or other initiatives that are aligned with the Association's goals.
- Working with the Events & Marketing Manager to recruit sponsors for events and/or initiatives in the form of funding, knowledge, resources, volunteers, and/or material goods.
- Being responsible for procuring, developing, and maintaining relationships with E.O.F.S.A.A. Chapters' Directors and members in their respective regions to best assist them with relaying their needs to the Executive Board.
- Working with the Events & Marketing Manager to conduct site searches for events in the region and the Liaison will lead the onsite executive of said events if the Events & Marketing Manager cannot be present.
- Being the greeter at all E.O.F.S.A.A. hosted events in their designated region and leads the networking and introductions for the attendees.
- Being responsible for their regions based on the following geographic breakdown by the designated counties:

<u>North Jersey</u>	<u>Central Jersey</u>	<u>South Jersey</u>
1. Bergen County	1. Hunterdon County	1. Atlantic County
2. Essex County	2. Mercer County	2. Burlington County
3. Hudson County	3. Middlesex County	3. Camden County
4. Morris County	4. Monmouth County	4. Cape May County
5. Passaic County	5. Ocean County	5. Cumberland County
6. Sussex County	6. Somerset County	6. Gloucester County
7. Warren County	7. Union County	7. Salem County

**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
- Has a strong understanding of the history of the E.O.F. programs
- Be familiar with the trends, venues, and E.O.F. programs and staff in his/her region
- Needs to be a professional, approachable, fun and outgoing individual who enjoys networking
- Be able to establish and maintain effective working relationships with board members, volunteers and all E.O.F. Alumni
- Efficient communication ability, both written and oral
- Must be a strong advocate for the Alumni and their needs in his/her region
- An understanding of the following tools: Google Apps, Video conferencing, and virtual project management tools (i.e. Asana) is preferred
- Collaborates well in virtual teams
- Should be proficient and comfortable with virtual team collaboration