

Junior Executive Role Descriptions 2019-2020

District Director

Note: This role will require the most time commitment. Candidates must have strong attention to detail and organizational skills. General accounting knowledge is preferred but not required (finance training is mandatory and will be provided).

- Develop meeting agendas and facilitate both online and in-person district meetings.
- Delegate responsibilities to district coordinators.
- Report district activities to the District Development Committee.
- Overlook the finances of the district.
 - Budget expenses for all events and manage district's fundraising goal.
 - Create budget reports for event proposals and calculate margins.
 - Keep track of district reimbursement.

Creative Design Coordinator

*Note: Experience using Photoshop or other design software is preferred. Please attach previous work if available. *Will be working closely with Marketing Coordinator.*

- Work with Marketing Coordinator to create and/or enhance promotional material for the district.
- Assist Marketing Coordinator with promotional initiatives for upcoming events and increase social media presence in the general public.
- Prepare for and attend networking events and volunteer fairs with the Marketing Coordinator.

Marketing Coordinator

*Note: Access to a professional camera preferred (e.g. DSLR). Candidates should enjoy writing and being creative. *Will be working closely with Creative Design Coordinator.*

- Manage marketing strategies for upcoming events and initiatives.
- Work with Creative Design Coordinator to create and/or enhance promotional material for the district when needed
- Work with Creative Design Coordinator to increase social media presence in the general public
- Prepare for and attend networking events and volunteer fairs with Creative Design Coordinator to promote the organization.

- Take photos and/or videos and send applicable documents to the Publications and IT Committees in a timely manner.

Event Planning Coordinator

*Note: This role will require additional time commitment during specific time periods. *Will be working closely with Public Relations Coordinator.*

- Manage and keep track of all the logistics for district events.
- Assist District Director in calculating profit, revenue, and expenses for all district events.
- Ensure all district members are completing delegated tasks by assigned deadlines.
- Assist Public Relations Coordinator with sponsorships and contracts when needed.
- Assist Public Relations Coordinator with volunteer recruitment.

Public Relations Coordinator

*Note: Candidates should have strong communication skills. *Will be working closely with Event Planning Coordinator.*

- Draft and assemble sponsorship letters and/or packages (including contracts).
- Contact venues and sign contracts with venue representatives. (Can share this responsibility with District Director for large-scale events).
- Obtain insurance and seek grants (if required).
- Recruit and manage volunteers (Hours will be reported to the District Development Committee).

Junior Executive

Note: Ideal entry executive position for students in grades 9-10 interested in philanthropic work.

- Provide general assistance for all coordinators in the district.
- Take meeting minutes and manage meeting attendance.
- Assist District Director in keeping track of and organizing the district's files.