

Internal Relations Coordinator

Reporting to: VP of External Relations

Employment Type: Student

Department: External Relations

Required Commitment: 2-4 hours per week

Position Summary:

The Internal Relations Coordinator will have the primary responsibility of managing and communicating with all members of YWIL. This will involve managing membership status, communicating with members about upcoming events, and providing further updates as necessary. Additionally, the coordinator will be responsible for conducting administrative work within the YWIL team, such as curating forum posts and checking the YWIL email. They will also be responsible for member check-in at all events and creating connections with YWIL members, serving as the primary point of contact for them.

The coordinator will collaborate with the VP of External Relations to send out monthly newsletters, update the website, and create LinkedIn posts and email communications for events. The Relations team will work closely with the VP of Finance and Sponsorship Coordinator to update the team on membership fees and payments, as well as merchandise-related matters.

Must be available Thursdays at 11 am. Must attend all events and meetings, otherwise communicate to department lead and YWIL president.

Essential Duties and Responsibilities:

- Communicate with YWIL members and manage membership status
- Build relationships with YWIL members
- Check-in members at all events and update member spreadsheet
- Collaborate with the VP of external relations when necessary
- Internal administration work involving YWIL email, forum posts, newsletter updates
- Communicate to the VP of finance and sponsorship coordinator about financial transactions
- Attend scheduled department team meetings

Education Requirements:

Must be in second year standing (or higher) as of Fall 2023. Any major and/or specialization can apply.

Experience Requirements:

- Experience with any relations position is considered an asset
- Previous club involvement is considered an asset
- Previous student leadership roles are considered an asset
- Current YWIL member considered an asset
- Internship/work in public/internal relations, marketing, donor relations, administration or any other field is considered an asset

Skills & Abilities:

- Strong verbal and written communication skills
- A friendly, good representative of YWIL to members
- Very organized
- Diligent in following through with tasks
- Effective time manager and can manage multiple tasks at once
- Is self-sufficient/does not need to be reminded to complete tasks

Employee Statement of Understanding

I have read and understand the job description for my position. I can perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

Employee's Signature: _____ Date (mm/dd/yy): _____

President's Signature: _____ Date (mm/dd/yy): _____