

Manager Role

**Position Title: Ambassador Program Manager**

Term: 15 months

Reports To: Director Of Membership Services

Voting Position: No

Supervisory Duties: Yes

Committee Members: Yes

Board Appointed: Yes

**Description:**

Oversees the Ambassador program for new ATDps members. Program matches new members with an Ambassador to welcome and engage them, answer questions and connect their interests with activities/ events in the chapter.

**Time Commitment:**

5-6 hours per month, including attendance at monthly chapter meetings whenever possible (strongly desired).

**Key Competencies:**

Organization, Teamwork, Delegation, Reliability

**Primary Responsibilities:**

* Work with Director of Membership to secure a team of volunteers who will serve as chapter Ambassadors for a 12 month period
* Ensure that all new chapter members are assigned an Ambassador (approximately 3 to 4 weeks after becoming a new chapter member)
* Support Ambassadors by providing guidelines, instructions, sample communications, and suggested announcements
* Distribute new and expiring member lists to Ambassadors each month
* Hold regular Ambassador meetings
* Conduct follow up activities to ensure new members have been contacted by Ambassadors
* Ensure a high level of service by determining quantity and cadence of communications with new chapter members
* Provide support and/or host New Member Orientations following monthly chapter meetings
* Support Director of Membership Services in membership initiatives and engagement
* Communicate with President Elect on a regular basis to potentially match new members with open Board positions

**Success Measures:**

* All new members are contacted by an Ambassador within 6 weeks of joining the chapter
* Ambassador team has a 20 to 1 ratio (20 chapter members to 1 Ambassador)
* Works collaboratively with others, including Board members and volunteers

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| **Privileges:** | **Additional Expectations:** |
| Position listed on your resume and LinkedIn profile | Member of ATD Puget Sound chapter for term |
| Opportunity to connect with ATDps members | Attend 1 Board Meeting to provide updates |
| Potential career path into future Board positions | Meet success measures above |