

VOLUNTEER JOB DESCRIPTION

Volunteer: Membership Services

The Rocky Mountain Regional Center of IIE is a membership organization. Our members support our programs, volunteer in countless ways, serve as professional resources and home hosts, attend the DWAC events, and donate their time and talents. We value our members and want to make their IIE experience a more meaningful one.

The Membership Services volunteer will assist in expanding our membership outreach by increasing the visibility of opportunities for our members to benefit from their involvement.

Time Commitment: 8-10 hours per week

Minimum Duration: 6 months

Office Hours: Monday-Friday: 9:00 am to 5:00 pm

Duties:

- Assist IVLP coordinator with the birthday program and other communications
- Send out the welcome letters for new members and assist in the renewal process
- Assist in the planning and execution of the quarterly membership receptions and the annual membership meeting
- Provide administrative and data entry support to the IVLP staff

We are looking for creative, articulate and dependable candidates with excellent communication and interpersonal skills as well as a strong interest in international relations. Candidates should be comfortable working independently as well as with a team and have basic organizational and computer application skills.

To apply:

Please send a resume and brief statement of interest to **volunteer2learn@iie.org**.

Your statement should include when you are available and how many hours per week you are prepared to commit. You will be contacted shortly to schedule an interview.

Please note that all IIE volunteer positions are unpaid, but transportation reimbursement is available for qualified candidates.