

VOLUNTEER JOB DESCRIPTION

Volunteer Position: Speaker's Bureau Liaison

The Institute Of International Education (IIE) Rocky Mountain Region offers four primary programs for members and supporters to make connections with the rest of the world through experiences that foster education, understanding and friendship. This is an exciting and dynamic organization that needs some additional volunteer help!

The Executive Director of the Rocky Mountain Region and the other IIE staff members are looking for a volunteer who can coordinate with different community groups such as Rotary Clubs, Lions Clubs, Chambers of Commerce, etc. to schedule an IIE speaker at their events. The overall purpose of this program is to promote increased awareness of IIE within the community and to gain new members.

Time Commitment: 3-4 hours per week

Minimum Duration: 6 months

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

Duties:

- **Prepare a list of organizations in the area and contact them regarding potential speaker opportunities**
- **Assist the Volunteer Coordinator in the scheduling of IIE personnel**
- **Maintain the calendar of events and ensure that each commitment is met**
- **Follow up with the organizations to assess the feedback**

We are looking for resourceful, articulate and dependable candidates with strong organizational and communication skills. Candidates should be comfortable working independently as well as with a team.

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.