



Volunteer Position Descriptions 2021-2022 Season

VOLUNTEER COORDINATOR - Reports to or is Part of Exec Committee

The main goal of a Volunteer Coordinator is to ensure we have enough (happy & committed) volunteers to fulfill our needs. To meet that goal, the Volunteer Coordinator performs a variety of tasks involving recruitment, training and communication.

Recruitment

On behalf of TEDxOakParkWomen, the volunteer coordinator may post volunteer opportunities online or attend community events with the hope of meeting new volunteers. This leader also “interviews” potential volunteers to ensure they are a good fit for TEDxOakParkWomen and what kind of position s/he will hold on the committee.

Training

Once a new volunteer joins the TEDxOakParkWomen committee, it's the Volunteer Coordinator's role to provide training and a positive on-boarding experience. Whether creating an orientation or demonstration, producing position descriptions or instructions, or simply help new volunteers get settled into their roles, the Volunteer Coordinator ensures the volunteers feel like a part of a community and fully prepared for their position on the TEDxOakParkWomen team.

Scheduling

The Volunteer Coordinator works closely with the Exec Committee and the larger committee of volunteers to come up with scheduled outreach/promotion in the community, team building events, and “staffing” for main TEDxOakParkSalon events.

Flexibility

Some volunteers stay with TEDxOakParkWomen for years, and some want to grow and expand their roles. Others stop volunteering after just a few months for various reasons. The Volunteer Coordinator must be able to anticipate these changes and plan/act accordingly.

Skills & Ideal Experience

This position involves a great deal of contact with other people, so the Volunteer Coordinator must have excellent interpersonal communication skills and be excited about all things TEDxOakParkWomen! Must be available to meet (at least virtually) bi-weekly as a part of the Exec Committee, as well as train and communicate with volunteers periodically throughout the 1-year term. Having experience in coordinating volunteer programs and/or managing a team is a must to feel successful in this role. Experience with Sign-up Genius and Google Suite - or ability to quickly master these is also key. And be ready to make a great impact on our community!



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MARKETING & COMMUNICATIONS

TEDxOakPark wants to maximize efforts across the communications spectrum, purposefully engaging through digital marketing + PR. Commitment level varies, but all positions will be active at a low level throughout the year. This team is rapidly expanding!

- **PR Lead**
 - Responsibilities:
 - Press Release Deployment
 - Announcing Speakers and Events (3x/year)
 - Reminder press release before events
 - Media Kit development and disbursement
 - Other ideas/recommendations are always welcome!
- **Design Lead** (works with all marketing & PR efforts)
 - Create visual assets (templates ok) as determined by strategy for social platforms, and deliver in timely manner, Canva creation is sufficient
 - Platforms include Facebook, Instagram, LinkedIn, Twitter, MailChimp, and Squarespace website
 - Assets for attendees to share
 - Review & utilize photos from previous events for social, email & website
 - Curate necessary partner logos and size appropriately for website
- **Email Lead**
 - Works with marketing lead to build and send eblasts to our subscriber list in Mailchimp.
 - Experience in Mailchimp is strongly preferred, but not necessary, as long as you're willing to learn.
- **Social Media Co-Lead**
 - Works with other Social Media Co-Lead to create and post content on our social media channels (Facebook, Instagram, LinkedIn and Twitter).
 - Experience scheduling and posting on social media platforms is necessary, experience with Canva, Hootsuite, and Facebook/Instagram Creator Studio a plus.
- **Website Co-Lead** (Squarespace)
 - Responsibilities: Works with other Website Co-Lead to edit text and upload photos to the TEDxOakPark website in Squarespace.
 - Experience in Squarespace is not necessary, as long as you're willing to learn.
 - Manage photos and logos for website
 - Edit & Update pages in a timely fashion



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BUSINESS & ORGANIZATION PARTNERSHIPS

Need 2-3 people to help connect with local and regional businesses/organizations. Primary role: contact, follow up, and help manage relationships with potential, past and current partners, venues, experience providers. Work within Google Sheets and maintain ongoing communication with the Executive Committee. Amount of hours and when you volunteer is completely flexible, but you must commit to “owning” your relationships!

OUTREACH TEAM

Help spread the word that TEDxOakPark is in the community. If you’ve got a couple hours to spare and are interested in chatting with locals in your area, reach out to us about how you can help us share the news about the TEDx Movement throughout the fall and winter.

EVENT SUPPORT

Between 10-15 volunteers are selected per TEDxOakPark event to help coordinate week-of, day-of activities. We always ask our previous volunteers how they’d like to be involved as the event rolls out. But we will invite others to join us November/December to help everything run smoothly!