



Outreach Director

Committee: MarCom

Board Term: 2 years

Position Term: 1 years

Time Commitment: ≈ 5 hours/mo.

Paid/Volunteer: Volunteer

ROLE SUMMARY

Responsible for communicating scholarship opportunities, driving membership renewal and engagement, and leading charity outreach and selection annually.

EXPECTATIONS

- Communicate scholarship opportunities and generate awareness/interest in all groups applying, update application annually, review applications with Executive Committee
 - Work with MarCom team to ensure application is posted timely and website is updated
 - Provide final recommendation as to whom the scholarship recipient should be to the Board
 - Provide final communication to recipient as well as newsletter announcement of scholarship winner for posting on newsletter and website
- Membership Engagement
 - Review and update membership renewal communications to ensure continued engagement
 - Strategically plan the questions for the annual May Membership survey to ensure continued engagement of membership with support from Board
 - Lead board conversations on networking events; plan in collaboration with the executive team
- Lead brainstorming for supporting the annual charity, via dollars or volunteer hours

REQUIREMENTS

- A WorldatWork member.
- Ability to attend monthly TRPDX board meetings, with onsite attendance as required.
- An ability to partner effectively towards a common goal.
- An ability to manage and organize information and prepare concise and efficient communications.

TRPDX is committed to providing an environment of mutual respect where equal employment opportunities are available to all industry professionals without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, military and veteran status, and any other characteristic protected by applicable law.



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Updated: March 2022