Communications volunteers strengthen the Emory network by building awareness of the local chapter and Emory as a whole. They serve as a strong social influencer, reinforcing the mission and vision of the Emory Alumni Association through our core messages, communications tools, and array of engagement opportunities. Volunteer opportunities may be shared by multiple volunteers, or combined under one volunteer.

**General Communications:**

- Manage chapter emails and event invitations through the online community group platform
- Serve as communications liaison with the EAA for major university communications
- Post regularly to social media
  - Event reminders and recaps
  - Emory news (from content roundups, or subscribe to Emory Report)
- Actively encourage alumni to join EAA and chapter specific social media

**Member Relations:**

- Welcome new members to the chapter or affinity group, using address change and recent graduate lists provided by the EAA and opt-in notifications
- Assist alumni in updating information, joining relevant groups, etc. to receive local chapter information
- Follow up on volunteer interest and referrals coming in through social media and online community email responses, and refer to president or appropriate board member
- Gather member feedback and share with the EAA

**Volunteer at Large:**

- Identify local notable alumni
  - Share news with the chapter through relevant channels
  - Share with regional staff liaison
• Refer to the EAA for profiles
• Conduct personal outreach to promote events, and encourage and facilitate fellow volunteer leaders to do the same
• Photograph chapter events for use in future communications, or engage a volunteer at-large to do so, and share photographs both with the chapter and with the EAA
SERVICE VOLUNTEERS

There are few things as rewarding as serving our local communities alongside our fellow alumni. Service volunteers are essential in supporting and continuing Emory’s commitment to giving back, leading fellow alumni in serving their local communities. Opportunities may be shared by multiple volunteers, or combined under one volunteer.

Core Program:

• Coordinate a local project for Emory Cares International Service Day, the second Saturday in November

Events:

• Coordinate additional chapter service projects or initiatives as appropriate:
  • Follow accepted guidelines for planning
  • Engage with local alumni ventures as program opportunities
  • Promote project through online community and social media
  • Serve as on-site point person for event, arriving early and departing last
  • Coordinate with fellow volunteers to take photos at event
  • Complete event debrief form

Outreach:

• Participate in the Emory Cares social media campaign
• Identify local alumni who are connected to local service organizations and opportunities
COMMUNITY BUILDING VOLUNTEERS

Community building volunteers facilitate alumni connections in social settings. They plan local chapter events and promote engagement opportunities using the online community event and email platform. Volunteers may participate through the opportunities below. Opportunities may be shared by multiple volunteers, or combined under one volunteer.

Core Program:

- Coordinate the chapter’s participation in the fall new graduate Welcome to the City initiative

Events:

- Organize local social and community building events:
  - Maintain a balance of event types to complement existing EAA and partnered events
  - Follow accepted guidelines for planning
  - Engage with local alumni ventures as program opportunities
  - Promote local Emory athletic events, where applicable
  - Promote event through online community and social media
  - Serve as on-site point person for event, arriving early and departing last
  - Coordinate with fellow volunteers to take photos at event
  - Complete event debrief form

Outreach:

- Encourage chapter participation in virtual and in-person chapter activities
- Through communications, facilitating introductions, and personal outreach, help integrate recent graduates into the alumni community

Volunteer at Large:

- Assist in setup, registration, and greeting at events
- Serve as event photographer
VOLUNTEER OPPORTUNITIES

• Serve as a host committee member:
  • Lend name to event invitation
  • Commit to attending event
  • Promote event to local alumni
  • Assist with greeting and registration
  • Assist with follow up after event
• Donate venue space or provide access to unique event venues
Career network volunteers enhance the Emory Network locally and globally by supporting Emory Alumni Association professional resources and serving as a connector for their alumni communities. They often collaborate with Alumni Career Services and campus partners, and serve as primary support for the Global Networking Series. Volunteers may participate through the opportunities below. Opportunities may be shared by multiple volunteers, or combined under one volunteer.

**Core Program:**

- Coordinate the chapter’s participation in the Global Networking Series hosted in March

**Events:**

- Plan and execute professionally focused activities as appropriate:
  - Maintain a balance of event types to complement existing EAA and partnered events, including chapter-hosted career webinars
  - Follow accepted guidelines for planning
  - Engage with local alumni ventures as program opportunities
  - Promote event through online community and social media
  - Serve as on-site point person for event, arriving early and departing last
  - Coordinate with fellow volunteers to take photos at event
  - Complete event debrief form

**Outreach:**

- Represent Alumni Career Services benefits, resources, and involvement opportunities to fellow alumni
- Serve as primary contact for local job seekers and connect alumni with similar professional interests
- Participate in the EAA LinkedIn group, and share relevant posts with the chapter as appropriate
- Encourage participation in career-focused chapter activities
- Encourage others to join Emory Connects, Emory’s mobile and online networking platform
Volunteer at Large:

- Post internships and job opportunities for students and alumni at alumni.emory.edu/recruit
- Provide recommendations for professional development programs, including career webinars and local events
- Assist in setup, registration, and greeting at career network events
- Serve as career network event photographer
- Serve as a host committee member:
  - Lend name to event invitation
  - Commit to attending event
  - Promote event to local alumni
  - Assist with greeting and registration
  - Assist with follow up after event
- Donate venue space or provide access to unique event venues
ADMISSION NETWORK VOLUNTEERS

Admission network volunteers help recruit the best and brightest students to attend Emory, supporting the partnership between the Emory Alumni Association and the Office of Undergraduate Admission. Volunteers may participate through the opportunities below. Opportunities may be shared by multiple volunteers, or combined under one volunteer.

Core Programs:

• Where offered, serve as Alumni Interview Program chair or volunteer interviewer
• Support local admission programs (i.e. college fairs, Engage with Emory, Choose Emory, and Destination Emory) as needed
• Serve as a speaker at local admission programs (i.e. Choose Emory and Destination Emory) as needed

Events:

• Invite current students to chapter events during school breaks, as appropriate

Outreach:

• Serve as a contact for local prospective students
• Participate in the Alumni Voices of Emory story campaign
• Encourage local alumni to participate in the Alumni Voices of Emory story campaign
PHILANTHROPY VOLUNTEERS

Philanthropy volunteers support and build awareness for university fundraising priorities. Volunteers may participate through the opportunities below. Opportunities may be shared by multiple volunteers, or combined under one volunteer.

Core Program:

• Serve as All In a Day ambassador supporting Emory’s online 24 hours of giving challenge

Events:

• Use chapter events as a vehicle to build awareness of giving opportunities

Outreach:

• Educate fellow alumni about giving opportunities and needs
• Encourage giving among fellow chapter volunteers, regardless of amount or direction: “any amount, every year”
• Support end of fiscal year fundraising initiatives
LIFELONG LEARNING VOLUNTEERS

Lifelong learning volunteers carry on the Emory tradition of intellectual curiosity. Volunteers may participate through the opportunities below. Opportunities may be shared by multiple volunteers, or combined under one volunteer.

Core Program:

- Propose lifelong learning programs for the chapter, including relevant topics, notable alumni, and logistical recommendations
- Serve as a host committee member:
  - Lend name to event invitation
  - Commit to attending event
  - Promote event to local alumni
  - Assist with greeting and registration
  - Assist with follow up after event

Events:

- Plan and execute lifelong learning activities as appropriate:
  - Maintain a balance of event types to complement existing EAA and partnered events, including chapter-hosted lifelong learning webinars
  - Follow accepted guidelines for planning
  - Engage with local alumni ventures as program opportunities
  - Promote event through online community and social media
  - Serve as on-site point person for event, arriving early and departing last
  - Coordinate with fellow volunteers to take photos at event
  - Complete event debrief form

Outreach:

- Gather and share news of local notable alumni and alumni accomplishments
- Share existing events, webinars, and other opportunities with the chapter
- Share academic and research news through relevant channels (subscribe to Emory Report for updates)
Submit recommendations for board roles and award nominations, including 40 under 40, the Turman Alumni Service Award, the Emory Medal, EmoryWire profiles, etc.

**Volunteer at Large:**

- Assist in setup, registration, and greeting at events
- Serve as event photographer
- Donate venue space or provide access to unique event venues