



## AMI 2017 Student Council Case Study Coordinator Job Description

**Position Title:** Case Study Coordinator

**Type of Position:** Volunteer

**Summary:** The purpose of the Case Study Coordinator is to serve as a liaison to host organizations, help develop the case studies and create resources for the case study groups.

**Supervisor:** AMI Institute Director

### **Key Responsibilities:**

- Communicate directly with 20+ Denver nonprofits (each)
- Assist organization with preparing their case study
- Help plan travel logistics
- Compile the case study packets to be distributed to attendees
- Complete all tasks reasonably assigned by the AMI Institute Director

### **Skills and Qualifications:**

- Be a motivated, proactive, dependable, flexible, and hard-working individual
- Demonstrate initiative and produce quality work
- Support the ideals and mission of Nonprofit Leadership Alliance and the purpose of AMI
- Uphold the Alliance standard of quality and excellence
- Prior attendance at an Alliance Management Institute

### **Benefits:**

- Experience in planning a national conference
- The opportunity to build your professional network with nonprofits, professionals, Alliance staff and board, and fellow students
- An enhancement to your resume

***There are two additional options for benefits upon successful completion of responsibilities:***

- 1) Count AMI 2017 towards your CNP credential requirement
  - a. The Alliance will cover your AMI registration and hotel room the evening prior to the first day of the conference
  - b. All other nights and expenses will be your responsibility
  - c. Your assignments on site will allow for your attendance at workshops and case studies to meet the AMI requirement





- 2) Serve solely as AMI student council member
  - a. for those who have already met the AMI requirement and do not need to attend to complete the CNP requirement
  - b. The Alliance will cover your registration and hotel throughout the conference
  - c. This option is preferred for the workshop, communications and registration positions
  - d. This option is required for the informational interviews and Expo

**HOW TO APPLY:**

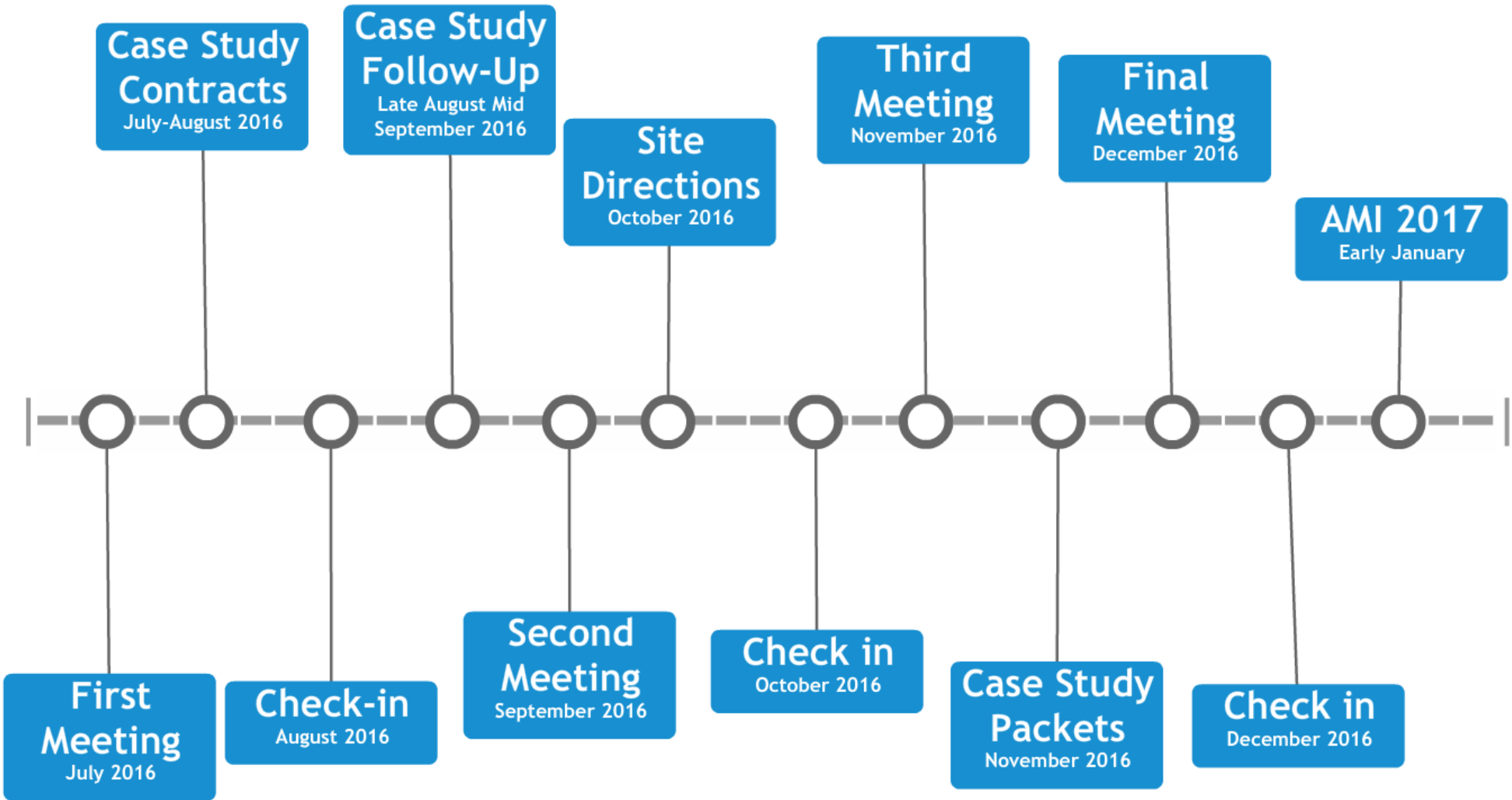
Complete the application [here](#) and email your resume to [ami@nonprofitleadershipalliance.org](mailto:ami@nonprofitleadershipalliance.org) by Friday, April 8, 2016.



# TIMELINE

## Case Study Timeline

By: AMI Intern



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### Items:

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- **First Meeting**
- **Case Study Contracts**  
Receive information from Denver nonprofit organization applications, and put information into a case study format. Time commitment: 5-10 hours per week in July and August
- **Check-in**  
Update AMI Intern and AMI Director on progress; troubleshoot any problems
- **Case Study Follow-Up**  
Check-in with selected sites to discuss the case; make sure their case is well-developed and complete. Answer questions about the case study day and AMI in general. 5/10 hours per week Aug. & Sept.
- **Second Meeting**
- **Site Directions**  
Use Google Maps to upload directions to the host site. Save as pdf to be included in the facilitator packet. Time commitment: 3/5 hours per week in October
- **Check in**  
This check-in is to discuss any problems connecting with host organizations, and to discuss how we will transport students to each site.
- **Third Meeting**
- **Case Study Packets**  
Combine all case study materials to send to conference attendees. Time commitment: 5 hours/week in November
- **Final Meeting**
- **Check in**  
Any final details that need to be completed prior to traveling to AMI
- **AMI 2017**