AMI 2017 Student Council
Communications and Poster Presentation Assistant Description

Position Title: Communications and Poster Presentation Assistant   **Type of Position:** Volunteer

Summary: The purpose of the Communications and Poster Presentation Assistant is to create conference communications to keep attendees updated on AMI information as it becomes available. After the conference, they will be responsible for completing a post-AMI survey.

Supervisor: AMI Institute Director

Key Responsibilities:
- Produce the AMI starter kit (packet of AMI information published in August)
- Work with Alliance staff to create a monthly newsletter for attendees
- Create social media messaging
- Help develop the conference program
- Assist with the student poster session on-site
- Complete tasks assigned by the AMI Institute Director & Alliance Marketing Director

Qualifications:
- Be motivated, proactive, dependable, flexible, and hard-working
- Enjoy working with volunteers
- Be committed to the ideals and mission of Nonprofit Leadership Alliance
- Uphold the Alliance standard of quality and excellence

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 on January 2, 2017
    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
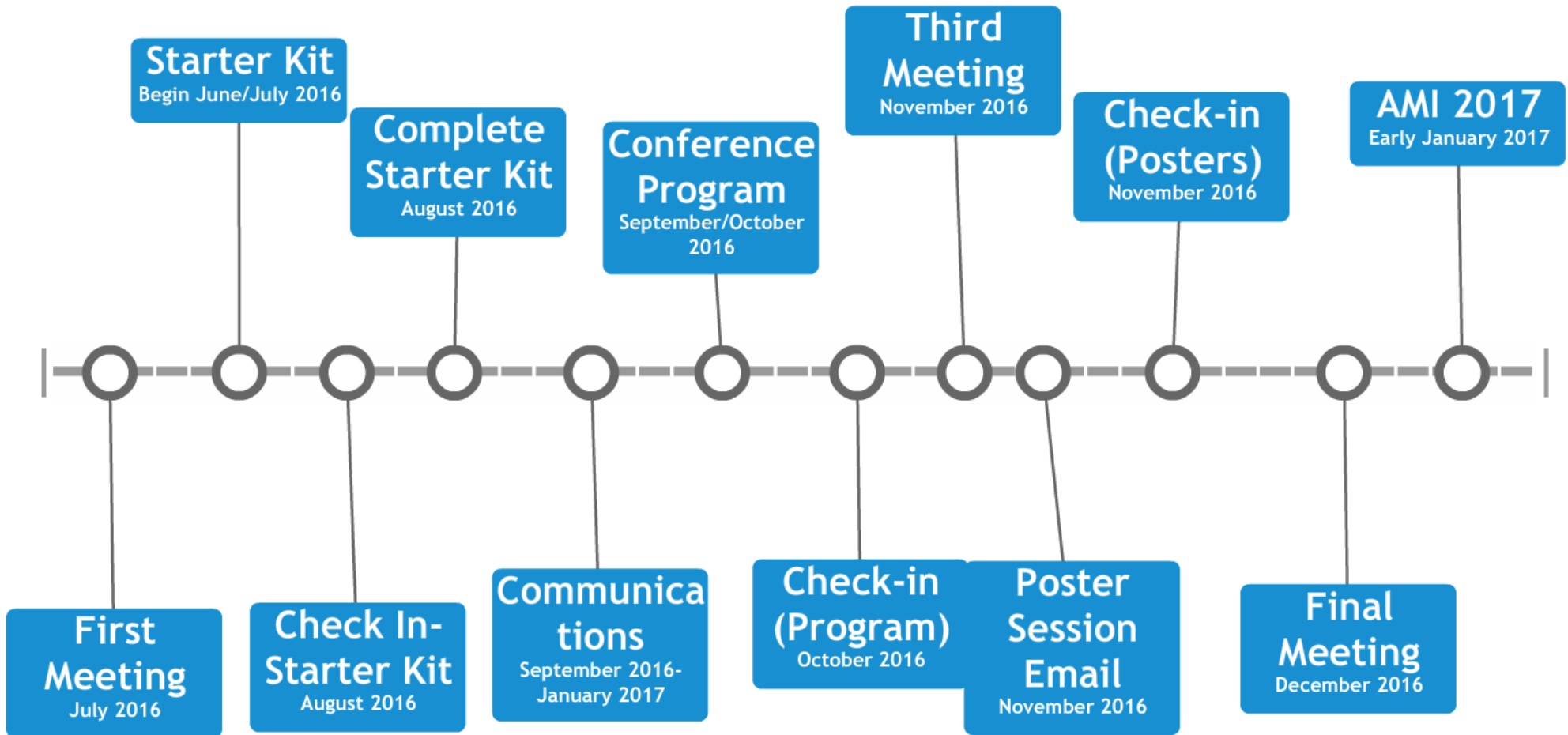   d. This option is required for the informational interviews and Expo

How to Apply:
Complete the application here and email your resume to ami@nonprofitleaderhsipalliance.org by Friday, April 8, 2016.

TIMELINE

Communications

By: AMI Intern

Starter Kit
Begin June/July 2016

Complete Starter Kit
August 2016

Conference Program
September/October 2016

Third Meeting
November 2016

Check-in (Posters)
November 2016

AMI 2017
Early January 2017

First Meeting
July 2016

Check In- Starter Kit
August 2016

Communications
September 2016- January 2017

Check-in (Program)
October 2016

Poster Session Email
November 2016

Final Meeting
December 2016

TIMELINE

Communications

By: AMI Intern

Items:

○ **First Meeting**

○ **Starter Kit**
Create the Starter Kit for AMI 2017 as information becomes available (the sooner the better!) Time commitment: 5-10 hours/week in June & July.

○ **Check In-Starter Kit**
check-in meetings to discuss progress made, and to troubleshoot any problems as they arise. We will discuss how frequently these will be needed, and check in to make sure the starter kit is on track.

○ **Complete Starter Kit**

○ **Communications**
Assist in drafting emails, social media posts, articles for the AMI website, and other pieces to highlight AMI programming. 1-2 hours/week from September until AMI.

○ **Conference Program**
Work on the program can begin once registration opens in September. Time commitment: 5-10 hours/week in September and October.

○ **Check-in (Program)**

○ **Third Meeting**

○ **Poster Session Email**
Collect details about shipping and judging guidelines for participants who will present posters at AMI. Time commitment: about 5 hours total.

○ **Check-in (Posters)**

○ **Final Meeting**

○ **AMI 2017**