



AMI 2017 Student Council Interviews and Expo Assistant Job Description

Position Title: Interviews and Expo Assistant

Type of Position: Volunteer

Summary: The purpose of the Interviews and Expo Assistant is to ensure that attendees are well informed about the programs and assist on-site with running the interview room. After the conference, they will be responsible for completing a post-AMI survey.

Supervisors: AMI Institute Director and Workforce Partners Executive

Key Responsibilities:

- Work with Alliance staff to coordinate career interviews at AMI
- Communicate with interviewees in their preparation for the conference
- Creating an expo information guide for conference attendees
- Assist expo booth set-up and management
- Help manage the interview process on-site
- Complete all tasks reasonably assigned by the AMI Institute Director and Workforce Partners Executive

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
- 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
- The Alliance will cover your registration and hotel throughout the conference (you will not be allowed to count AMI 2017 toward your CNP requirement)

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





Nonprofit Leadership Alliance

- 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:

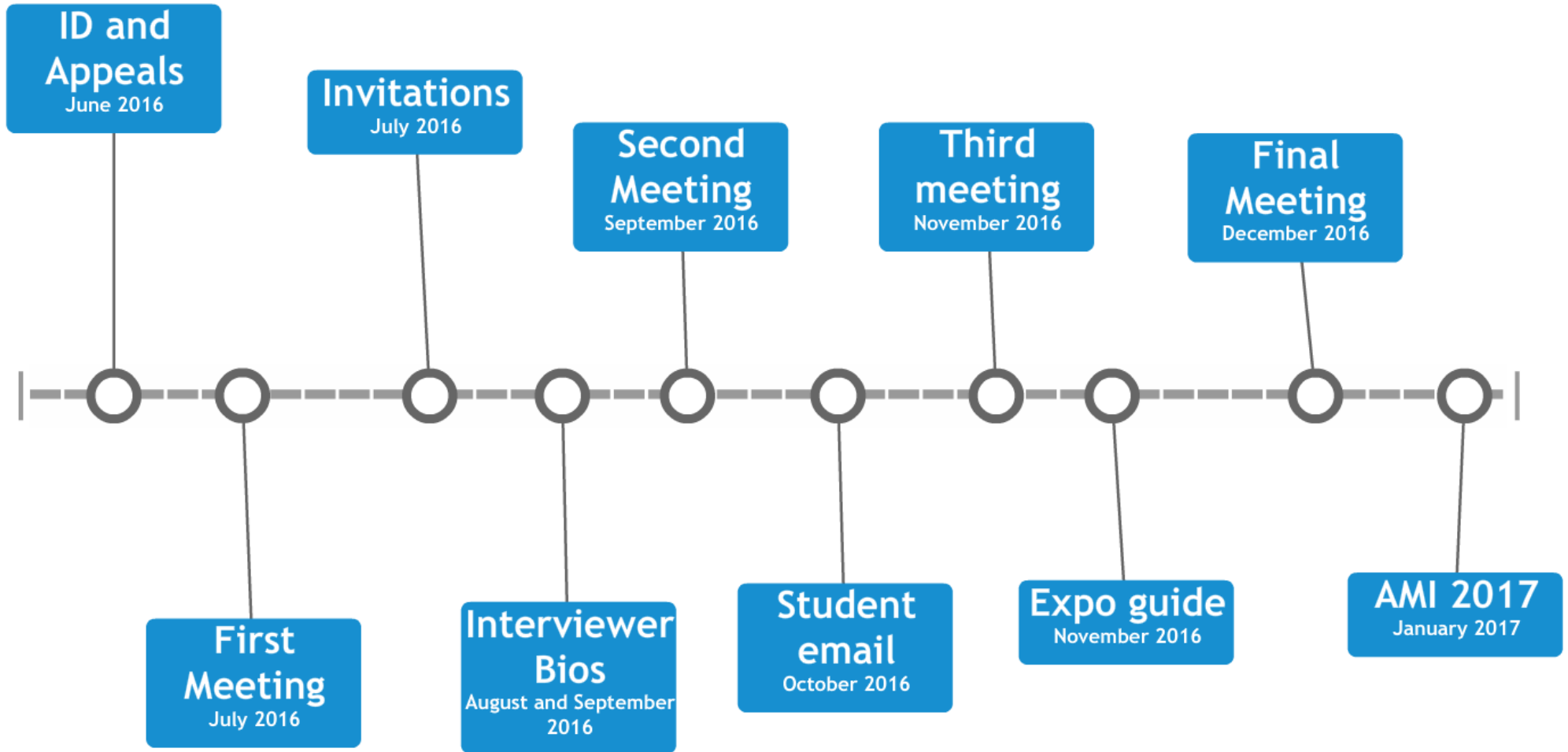
Complete the application [here](#), and email your resume to ami@nonprofitleadershipalliance.org by Friday, April 8, 2016.



TIMELINE

Interviews and Expo

By: AMI Intern



TIMELINE

Interviews and Expo

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Items:

- **ID and Appeals**
Identify potential interviewers and exhibitors and craft appeals to send. Up to 4 hrs/week.
- **First Meeting**
- **Invitations**
Send appeals and identify individuals to invite as interviewers and exhibitors. Up to 6 hrs/week
- **Interviewer Bios**
Compile all the interviewer bios into a single document to be sent to students who sign up for interviews. Time commitment: up to 5 hours/week
- **Second Meeting**
- **Student email**
Develop content to send to students regarding how to prepare for interviews and what to bring to them. Time commitment: up to 5 hours/week
- **Third meeting**
- **Expo guide**
Create an Expo information guide containing information about the different exhibitors. The content may be used to send to students or for staff knowledge. Time commitment: up to 5 hours/week
- **Final Meeting**
- **AMI 2017**