



AMI 2017 Student Council Workshop and Plenaries Assistant Job Description

Position Title: Workshop and Plenaries Assistant

Type of Position: Volunteer

Purpose: The Workshop and Plenaries Assistant will assist in compiling all workshop related information for attendees and presenters; assist with the Student Representatives and workshop evaluations; and be responsible for completing a post-AMI survey.

Supervisor: AMI Institute Director

Key Responsibilities:

- Develop speaker agreements and coordinate the workshop logistics
- Edit and compile workshop descriptions and presenter bios
- Assist with student representatives
- Collect workshop evaluations on-site
- Complete all tasks reasonably assigned by the AMI Institute 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:

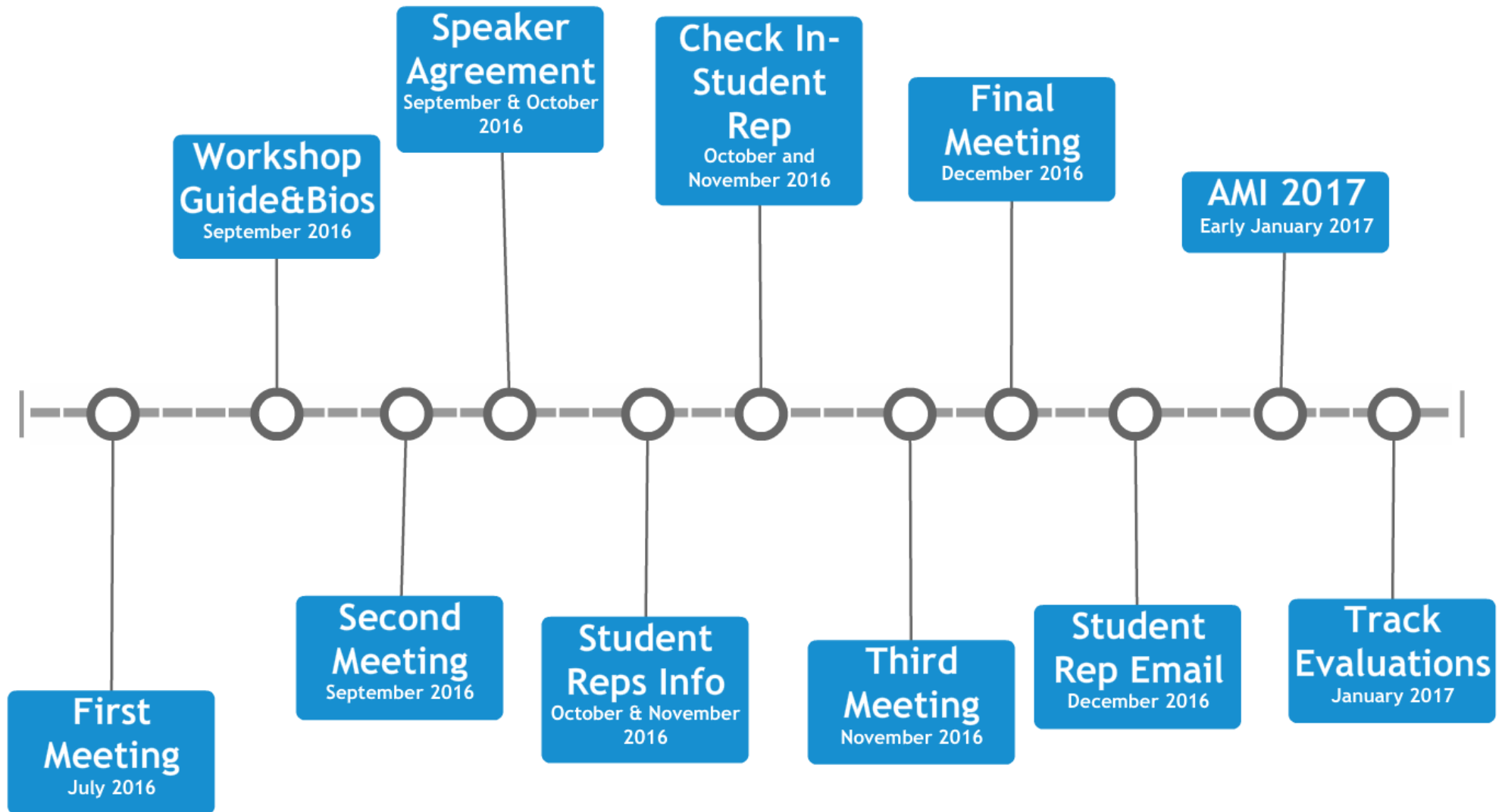
Complete the application [here](#), and email your resume to ami@nonprofitleadershipalliance.org by Friday, April 8, 2016.



TIMELINE

Workshop & Plenaries

By: AMI Intern



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Items:

- **First Meeting**
- **Workshop Guide&Bios**
Compile the workshop descriptions and presenter bios into a comprehensive packet to be distributed to attendees. Time commitment: 5 hours/week in September.
- **Second Meeting**
- **Speaker Agreement**
Develop speaker agreements with AMI Intern. Time Commitment: 5-10 hours/week in Sept. & Oct.
- **Student Reps Info**
Using the list of Student Reps, coordinate workshop room assignments and prepare information to be sent to them pre-AMI. Time commitment: up to 5 hours/week in Oct. and Nov.
- **Check In-Student Rep**
Will check on progress made in development of student rep info and assignments. Meetings will be arranged as needed.
- **Third Meeting**
- **Final Meeting**
- **Student Rep Email**
Develop student rep email to provide all last minute details to them. Time commitment: up to 5 hours in December.
- **AMI 2017**
- **Track Evaluations**
Track evaluation results at AMI to ensure we get feedback to presenters to them promptly after the conference.