

Ambassador Program Specialist Position Description

Overview

The Ambassador Program Specialist is a key volunteer of the Wisconsin 4-H Foundation. The Ambassador Program Specialist is responsible for coordinating the Ambassador program and working with the Ambassador team. Key duties include selection, training and oversight of the Ambassadors and communications, marketing and development projects for the Ambassador program.

The position reports directly to the Executive Director of the organization.

Duties

- 1) Program Development: Develop the Ambassador program to meet organizational goals.
 - Provides administrative support to create and to grow the Ambassador program.
 - Coordinates stewardship of corporate and individual major prospects.

- 2) Youth Support: Work with youth in order to fulfill the organization mission.
 - Provides information and support to the Ambassador team.
 - Manages volunteers and provides leadership for events.
 - Coordinates communications with the Ambassador team and provides, in a timely and accurate manner, all information necessary for the team to function properly.

- 3) Financial Performance and Viability: Helps ensure the financial health of the organization.
 - Assists with the preparation and ongoing coordination of the budget, stipends, travel and reimbursements for the Ambassador team.

- 4) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Coordinates Wisconsin 4-H Foundation's Ambassador team, who help carry out the organization's mission.
 - Prepare and present web/digital communications strategies and options, and implement web/digital communications projects for the Ambassador team.
 - Responsible for the enhancement of the Wisconsin 4-H Foundation's image by utilizing available marketing and communications opportunities to create and implement an annual Ambassador marketing plan.

- 5) Organization Operations: Provides administrative support to ensure that the operations of the organization are appropriate.
 - Supervises Ambassadors and ensures their work is satisfactory.

Qualifications

- Bachelor's degree preferred
- Seven or more years working with youth in an educational setting
- Five or more years experience in a supervisory role
- Ability to create educational programming and organize meetings/events
- Transparent and high integrity leadership
- Strong organizational abilities including planning, program development and task facilitation
- Strong knowledge of and experience with fundraising strategies and donor relations unique to nonprofit sector
- Demonstrated ability to collaborate with staff and volunteers
- Strong written and oral communication skills
- Ability to interface with diverse volunteer and donor groups

Actual Job Responsibilities

1. Manage the Ambassador selection process.
2. Assist the Ambassador team in determining individual roles and responsibilities.
3. Work with the Ambassador officer team to set goals and plan meetings and activities.
4. With the Ambassador President, set the Ambassador meeting schedule and provide an agenda and Zoom information for the meeting no less than two weeks prior to each meeting.
5. Communicate with Ambassadors regularly.
6. Coordinate four in-person meetings, including professional development activities.
7. Coordinate Ambassador participation in 4-H events.
8. Manage Ambassador remuneration.
9. Manage the code of conduct and provide coaching and/or disciplinary action should a serious infraction occur.
10. Recruit additional adults to assist with the Ambassador program as deemed necessary.
11. Collaborate with Extension partners.
12. Other duties as assigned by the Director.

Hours

Averages 5 hours per week. Scheduling flexibility. Remote position with occasional work from central office.

Compensation

Will receive a \$2,500 annual stipend and travel expense and mileage reimbursement for official Ambassador meetings.