



www.cityfam.com

As CityFam continues to grow we are excited to open up the following new committee positions designed for enthusiastic, committed individuals that believe in our cause and want to use their talents to give back.

CityFam Open Volunteer Roles

FAMily Resources

FAMily Resources/HR Coordinator: At CityFam we want to make sure everyone that attends our events and gives their time on a committee has the best possible experience. We are looking for someone that can lead this crucial effort. You will organize, coordinate and carry out all FAMily resource committees and processes. This will include overseeing and assisting our Newbie Ambassador, Membership, Personal Development and Hospitality Leads. You will also help to maintain positive member relations. You must be highly organized, detail oriented, and, most importantly, personable and approachable. Estimated Commitment: 5-7 hours per month.

Community Relations Coordinator: CityFam is looking to develop partnerships with other organizations with similar visions that exist to help people become the best version of themselves. These might include non-profits, faith communities, sober groups (AA or NA), etc. You will meet with the leaders of these other groups to share the CityFam vision and see how we can partner with them to help each other achieve our goals. Responsibilities include strategic planning to determine who to target and how to target them. You will work directly with the Ambassador and Membership Team and at times with the CEO. Estimated Commitment: 5-7 hours per month.

Membership - Team Member: We care about our CityFam family which is why we want to keep track of attendance at our events. If someone stops coming we want to be able to check in on them. We also want to extend the opportunity of being a Contributing Member to everyone. In this position you will assist Team Leads, collect and keep an accurate database of members, work with the Team to check-in attendees, and sell Contributing Memberships at Renegade parties,. Lead: Corliss Adams.

Personal/Leadership Development - Team Member: We want to provide the tools necessary for members to reach their full potential and help our leaders grow stronger. You will assist, lead, and work with the team to plan and execute Personal/Leadership Development programs (such as Book Club, quarterly Social Events for Leaders, and

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other training/development programs & retreats). Lead: Lori Lockemy & Donna Harryman

Hospitality/Appreciation - Team Member: CityFam wants to make our members, leaders, donors and non-profit partners feel appreciated. You will write Thank You correspondences, purchase gifts for supporters of CityFam, and buy cards/gifts/cakes for special occasions such as leader/member Birthdays. Lead: Jenna Hornick.

Marketing/Media

Marketing/Media Coordinator: As Coordinator it will be your job to convey and publicize the CityFam vision. You will supervise the Marketing/Media Team to ensure marketing content is created & distributed in accordance with CityFam style and in a timely manner. You will schedule and distribute the Media Plan to photographers, videographers, and Social Media Team Members for all Social and Service Events. You will also be responsible for supervising Merchandise.

Content Creator: We are looking for creative ways to tell our story and capture our culture that will compel people to *come and see*. You will use your strong visual and graphic skills to produce quality content. Working with the creative and marketing teams you will create cohesive communication across all channels. You will develop social media content that is engaging and visually appealing using photos and videos from our events. You will also be responsible for writing SEO rich blogs, creating PPC campaigns on Google and Facebook, and reporting on the effectiveness of these endeavors.

Social Media Marketing Manager: We want to be discovered by people looking for a group like ours and cultivate an engaged community of passionate followers. You will post engaging content on the most popular social media platforms before, during, and after our events, as well as monitor likes, comments and messages. You will also be responsible for creating and sending monthly/weekly emails. You will work closely with other committees including Membership, Social, Service and Fundraising.

Media Team Member: Photographers and Videographers are needed for all events. Help us capture our unique culture to spread the vision of CityFam. You must have own equipment and be able to work most events. You will be under the supervision of Marketing/Media Coordinator.

Social

Social Coordinator: The Social Coordinator meets with the Social Team Leads to ensure the events they plan are within the mission and values of CityFam; events must be well organized, well attended, and within the budget set by the Finance Director. You will act as the liaison between the Director of Operations and the Renegade and Social/Fundraising Teams. You will also set the pre and post event evaluations and report on the outcomes for all Social Events.

Renegade Lead & Team Members: As the Renegade Lead or Team Member, you will work to plan & execute monthly Renegade Parties (first Friday of each month). This will include pre-event planning: booking the location, confirming food/drink specials, and executing activity and post-event debriefing sessions. Join this team of seasoned veteran Renegade planners including Mr. Wonderfly himself, KOM, Katie & Chrissy; as they start planning 2019's Calendar of Monthly Events for CityFam socialites!

Fundraising / Special Events - Team Members: If one of your skills is to identify fundraising opportunities and talk to businesses about sponsorships; Fundraising/Special Events may be your calling. We want someone who knows how to find creative ways to make social events fun and profitable. You will work with the team on details like entertainment, decorations, food/drink, etc. to execute quarterly Special Events such as the Halloween Party, Homecoming Gala, and Dare Theory. Lead: Amanda Hartman.

Service

Relief Trip Lead & Team Members: You will work to plan our yearly International Relief Trip effort for the group(s) traveling abroad. You will be the liaison to Mission House, overseeing transportation, finances and fundraising efforts for the team(s). Planning begins as soon as team(s) return from prior year's trip.

Emergency Relief Lead & Team Members: You will be "on-call" for local and national Emergency Situations. You will coordinate and participate in disaster relief efforts as they arise including training, assistance and fundraising.