

## REUNION AMBASSADOR JOB DESCRIPTION

Reunion Ambassadors will keep their MIT friends and broader network of classmates up to date on the reunion and encourage them to attend. As a Reunion Ambassador you will work with the Alumni Association staff, Reunion Programming Committee and fellow ambassadors on creating a personal outreach strategy for their reunion and executing this strategy.

**Term of Office:** MIT Fiscal Year (July-June)

**Time Commitment:** 1 to 2 hours per month

**Qualifications:**

- Enthusiasm for MIT.
- Commitment to promoting reunion to friends and fellow classmates.

**Ambassador Responsibilities:**

- Attend training on Outreach Management Tool.
- Work with Alumni Association staff and the Executive Reunion Committee to develop an outreach strategy.
- Update and promote reunions to friends in classmates affiliated with your living group, department, and student activities and sport team.
- Communicate individually with classmates about the reunion through the outreach management tool

**Training:** Alumni Association staff will provide training on outreach tools.