

FRESH

POSITION DESCRIPTION: VICE PRESIDENT AMBASSADOR COORDINATOR

Duties/Responsibilities pertaining to the VP FRESH Ambassador Coordinator include, but are not limited to:

- Working in collaboration with Faculty Advisors and the FRESH Executive Team, respond to potential partnership requests and establish feasible and appropriate partnerships with associations/organizations that have similar values and missions (e.g., food, nutrition, health, wellness, etc.).
- Liaise between partner associations, Faculty Advisors, and FRESH Executive Members to plan and organize collaborative events.
- Communicate with partner associations via email, telephone calls, or meetings to establish expectations regarding volume of events per year and determine what promotional resources can be provided by them, etc.
- Follow up with partners before and after events to ensure quality control and provide feedback on past events.
- Work with FRESH ED to organize dates and times for events, determine what materials will be needed at events (including display boards, plinko, prizes, handouts), organize printing if necessary, and make arrangements to have resources dropped off at events.
- Work with FRESH Social Media to organize social media posts and a posting schedule to promote partner associations on Instagram, Facebook, and Twitter.
- Work with FRESH Resource Development to create new resources for collaborative events and submit to partner associations for review before publishing/use.
- Obtain approval from Faculty Advisors for any resources prior to publishing/use.
- Organize training at orientation and/or general meetings to teach PEs how to effectively promote partner associations.
- Store updated resources and “cheat sheets”, including partner information, on OWL for current and future reference.

Duties/Responsibilities as a FRESH Executive Member include, but are not limited to:

- Attend all FRESH Executive and Peer Educator meetings; be prepared to contribute new ideas, provide feedback, and actively participate in meetings.
- Communicate with Faculty Advisors, Executive Members, and Peer Educators in a timely, respectful manner.
- Participate in at least 2-3 FRESH ED events per academic year.
- Report PE volunteer hours to the VP Administration in December and April.

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- Maintain confidentiality of specific aspects of the program's activities.
- Demonstrate:
 - Excellent organizational and leadership skills
 - Advanced communication and interpersonal skills
 - Commitment to the success of the FRESH program and its activities
 - Professionalism
- Support FRESH program by promoting and participating in FRESH ED presentations, social media promotions, and any other FRESH activities.

I have read and understood the position description:

Print Full Name

Signature

Date