

## Volunteer Position Description

### *Stewardship Ambassador*

**QSAA Mission:** “The Queen's Student Alumni Association (QSAA) is a student-run organization that prepares Queen’s students for success by connecting them to their futures as engaged Queen's alumni. QSAA’s events offer students opportunities to hear, network, and connect with Queen’s alumni, and provide them with outside-the-classroom skill development.”

### **Volunteer Position Summary & Purpose**

As a member of the Queen’s Student Alumni Association (QSAA), the Stewardship Ambassador aims to increase student awareness of the QSAA’s Giving initiatives through philanthropic events and workshops and is responsible for fostering relations with charitable clubs at Queen’s. Acknowledging QSAA’s mission of attaining 100% Giving Participation from our executive team, and a commitment to raising current students’ awareness of Giving opportunities, this position is responsible for an annual analysis of overall QSAA Giving projections and achievements. You will be the QSAA’s strategic analyst for philanthropic initiatives and provide light on both our Giving achievements and areas we still need to improve in.

### **Major Duties & Responsibilities**

- ✚ Work with the QSAA Leadership Team to identify and implement QSAA goals and objectives for 2021-22
- ✚ 4 Main Pillars of Responsibility:
  1. Responsible for assisting Director of Student Transition in facilitating the philanthropic workshop event during Philanthropy Week with the objective of educating students in an interactive way.
    - a. Foster relations with charitable/philanthropic clubs on campus to partner with at the above events.
  2. Work with the Director of Giving to oversee creation of interactive activities throughout Philanthropy Week (Nov 15 – Nov 19, 2021)
  3. Create an annual year-end report called the *Philanthropic Analytics and Operations Report*. Comprised of both student and alumni giving statistics, this report will showcase QSAA’s history of Giving. It will also include student participation in our Tricolour Giving initiative, attendance at Philanthropic event, the number of philanthropic advertisements we used on our social media (and more!).
    - a. Responsible for overseeing QSAA’s efforts and achievements regarding Giving and ensure they align with the University’s goals.

- b. The year-end report for 2021-2022 will mark the beginning of year-end reports, aimed at keeping the QSAA accountable. This report is also a necessary year-end document to provide Alumni with, showcasing our appreciation for their giving and will guide future QSAA teams.
- 4. Facilitate and distribute Alumni Donor Videos when required

Skills/Competencies Required

- ✚ Interest in celebrating the alumni community and diversity of Queen’s University students; passion for volunteerism and student success
- ✚ Time management skills and strong interpersonal skills
- ✚ Ability to lead with an empathetic, professional, and inclusive mindset when interacting with the QSAA team, alumni, and University stakeholders



Skills & Benefits Acquired

- ✚ Experience representing Queen’s University with professionalism to other students; acting as a student leader for the University
- ✚ Networking opportunities with influential alumni and university administration contacts at exclusive Queen’s University Alumni Association (QUAA) events
- ✚ Experience working with a team of diverse student and staff leaders
- ✚ Create connections (both professional and personal) with alumni mentors and student mentees
- ✚ Experience fostering conversation and implementing interactive and engaging activities at Mentorship check-ins and social events
- ✚ Experience handling Mentorship pairing disputes if applicable



Time Commitment

The position is a volunteer (unpaid) 8-month (September 2021 –April 2022) commitment. The average time commitment is 3-5 hours a week for each term, depending on events, meetings, and activities.

#### Staff Partnership

The Ambassadors will work with the QSAA Staff Advisor, Kim Day, who will provide support, guidance, and assistance with any role-related issues or concerns.

Thank you for your interest in the Queen's Student Alumni Association!

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