

VOLUNTEER OPPORTUNITIES



AEG depends on volunteers to provide meeting management and oversee the direction of the group. Volunteers who desire to give back to the community fulfill the following roles:

Fund-raising/Grant Proposals

Assess and implement plans to raise additional funds for the benefit of AEG. Create proposals, grant requests, etc. as needed. Unearth possible opportunities in which AEG can participate. Make phone calls as needed and develop a campaign for contributions from the community, AEG members – past and present, and other mutually agreed upon sources.

Schedulers of Speakers

Work with the Director to recruit potential speakers for AEG meetings. Send out reminders for speaker intros and bio's and meeting reminders to speakers.

Public Relations/Strategic Liaison

Identify other job clubs, churches or networking support groups that can be included in the AEG meetings. This should be done in an effort to extend networking opportunities for our members. Also, approach area employers and recruiters for inclusion in our networking segment. Keep Pastors abreast of AEG happenings and seek to include them where they can offer advice, counsel, presentations, etc.

Database Management

Collect the names and address from our New Member Survey, input into a database program for maintenance of the AEG members list. Keep all records current and up-to-date. Assist with the gathering of data if a special survey is being conducted.

Web site Management and Hosting

Make additions and changes to the website as needed. Update AEG information in a timely manner – i.e. calendar and speaker presentations. Verify the content of information on the website to maintain accuracy for our members. Suggest links that could be advantageous to AEG members for the purpose of job postings, networking groups, etc.

Counselor/Coach

Work one-on-one with the members of AEG. Provide listening as needed, prodding as needed and additional resources within the community as needed. Keep members focused on what is happening that is working and outlining more activity in areas where they need help.

E-news Distribution

Provide meeting notices, job leads, sharing of relevant information to the job seeker of AEG. Keep list of active AEG members to be shared with a volunteer from Database Management

Graphic Designer

Create ads and fliers for our members and prospective members. Keep and create promotional material up-to-date.