

Creating a Resumé: Instructions and Campus Organizer Job Description

We will be hiring one group to work as an Idealist On Campus National Campus Organizer (see job description below). In groups of 4-5, you will create a “group resume” on a piece of flipchart paper.

To start the activity, have each individual in the group share whatever skills and experiences s/he possesses individually that s/he thinks would be of interest to a nonprofit employer. Select a recorder for the group who will take notes on each individual’s information. Then, as a group, decide what information is most useful in applying for this job, and create your group’s resume on the flipchart paper. Do not worry about style (visit the Student Career Center on Idealist On Campus’ website for more information on how to write a resume); just put the information down on paper.

Finally, you will need to select a presenter from the group who will get 45 seconds to explain why your group should get the job.

Idealist.org Campus Organizer Job Description

After two years doing this work with one full-time staff person and supervision and support from the associate director, the Idealist.org Campus Outreach Program is strategically positioned for a significant growth opportunity. The success of the aforementioned programs and the many relationships developed have opened up many doors and created fabulous possibilities to advance the program’s mission even further. There is simply not enough capacity on staff to achieve what is possible. With just one additional staff person in the Philadelphia Office, exponential strides can be made.

What follows is the job description of the skills needed and responsibilities of the Idealist.org National Campus Organizer.

Skills:

- Experience in and general knowledge of the nonprofit sector
- Strong organizational, communication skills
- Attention to detail
- Public speaking (to college-age and above)
- Willingness to travel (US-based)

Primary Responsibilities:

- Launch and manage the National Idealist Ambassador Program
 - Based on a model developed in Philadelphia, create a program for groups of students on college campuses that want to work with us on nonprofit career

related issues. This work will look quite different on each individual campus. The Campus Organizer will be responsible for developing a system for the selection of Ambassadors, planning the outreach strategies for the program, creating and distributing materials to Ambassadors, serving as the primary contact for the Ambassadors, and essentially building this program into a reality.

- Create career-related newsletter for college students and career services professionals
- Respond to all college related inquiries
- Lead Idealist Career Day workshops on individual college campuses and in train-the-trainer sessions
- Create materials for presentations and for the Idealist on Campus section of Idealist.org
- Present at relevant conferences
- Build relationships in the Philadelphia-area nonprofit community
- Staff a few Idealist.org Nonprofit Career Fairs