

Regional Ambassador

General Description:

Regional Ambassadors are a liaison between alumni in their local area and Wentworth Institute of Technology. The Regional Ambassador will collaborate with the Office of Alumni Relations on the planning and execution of regional events. This includes communicating with and encouraging alumni in your area to attend local events, being the host of local events, and coordinating with the Office of Alumni Relations to ensure event success. Regional Ambassadors assist the Office of Alumni Relations in 1) increasing alumni engagement, 2) facilitating a stronger alumni network, and 3) encouraging alumni to utilize WITKits (events-in-a-box) for their own events.

Tasks & Duties:

- Assist Office of Alumni Relations with event communication, as needed.
- Assist Office of Alumni Relations with planning and coordinating regional events.
- Assist in finding appropriate venues for regional events.
- Host regional events which include being a point of contact for local vendors and alumni, assisting with managing event check-in process, and providing post event feedback from attendees to the Office of Alumni Relations.
- Encourage classmates to stay connected with Wentworth by attending regional and on-campus events.
- Maintain confidentiality of alumni contact information.

Qualifications:

- Current e-mail address and phone number on file with the Office of Alumni Relations.
- Good organizational and writing skills; interest in and facility with electronic communications.
- Strong interest in ongoing active engagement with Wentworth.
- Interest in event planning.
- Willing to encourage others to become more involved.
- Self-motivated.
- Available time.
- Ability to identify, recruit, and delegate communications tasks to other alumni volunteers in the region.
- Energy and enthusiasm for communicating all things Wentworth to alumni.
- Satisfaction in keeping alumni and Wentworth in the loop electronically and otherwise.
- Willingness to make an annual donation to the university.

Time Commitment:

- Typically 1-2 hours per month, up to 4 hours per month leading up to a reunion or major event.

Support:

You can contact the Office of Alumni Relations at 617-989-4156 or at alumni@wit.edu with any questions.