

Philanthropy for America (PFA)  
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## Campus Ambassador (with stipend)

### About Philanthropy for America (PFA)

- Philanthropy for America (PFA) is a national 501(c)(3) nonprofit startup founded in 2016 that exists to enlist, equip, and empower the next generation of Millennial leaders across Indiana and the United States into the nonprofit sector through training, coaching, experiential learning, and public service so that they would be empowered to impact their societies. Our two-year social impact fellowship program engages Millennials and Generation Z with high-impact philanthropic opportunities in the social sector. PFA is created by Millennials, for Millennials.

### About the PFA Campus Ambassador Spring 2018 (flexible)

- PFA Campus Ambassadors fuel the movement towards income and wealth equality by inspiring the next generation of social change makers to get involved in the nonprofit sector now, not later. Broadly, this role focuses on managing PFA's brand and building a high quality of future PFA Fellows through marketing and social media efforts, awareness building campaigns and events, and identifying IU students who would be strong candidates to apply and join the 2018-2020 PFA Inaugural Fellowship program. Working in partnership with the PFA Director of Human Resources and the PFA Chief Executive Officer (CEO), the Campus Ambassador use their strong communication, marketing, research, and problem solving skills to reach ambitious goals and maximize our ability to recruit a strong PFA Fellowship program.
- The ideal candidate is someone with an interest or prior experience in marketing, recruitment, communications, nonprofit organizations, and/or social justice. The Campus Ambassador develop valuable skills in event planning and management, physical and social media marketing, and professional communication. This requires networking with student leaders, building relationships with key faculty and staff, advertising PFA through Facebook and Twitter, and community building activities for prospective PFA applicants.
- The Campus Ambassador must be able to commit to working at least 1-5 hours a week on a consistent basis with greater availability during the peak periods throughout the recruitment season. This is a multi-faceted role that requires a strong performer with a desire to brand the PFA concept. As our nonprofit grows, there will be opportunities for advancement for this ambassador to move into part-time paid positions.

### Responsibilities

- Build relationships with university faculty, staff and student to advance PFA's recruitment efforts on-campus at Indiana University Bloomington.

- Represent PFA at campus events, career fairs, and recruitment opportunities. This includes the IUPUI 2018 Nonprofit Expo (March), IU 2018 KISI Career Fair (March), IU 2018 IU School of Social Work Career Fair (April), and 2018 MCON Conference (if available).
- Brainstorm creative and innovative ideas for meeting with prospective PFA candidates at Indiana University Bloomington.
- Plan and execute projects and events of varying scales to enhance the visibility of PFA at Indiana University Bloomington.
- Identify and recommend student leaders to connect with PFA staff members.
- Provide comprehensive support to PFA candidates, including application support, interview prep sessions, and networking.
- Strongly aligned with PFA's values and excited about our mission.

### Qualifications / Experience

- Experience in philanthropy, non-profit, and higher education is a plus, but the position is open to all majors. Preference will be given to juniors and seniors.
- *The ideal candidate is someone who is...*
  - Upbeat, friendly, and optimistic.
  - Creative and independent. You're a forward, out-of-the-box thinker with unique ideas who appreciates good branding and design.
  - Organized. You LOVE creating structured systems to accomplish goals effectively and stay on track.
  - Flexible. Open to challenges and a high level of responsibility; you're an ambitious self-starter with exceptional attention to detail.
  - Unique. Work easily with diverse groups of people and exercise good judgment interpersonally.
  - Punctual and efficient. You were that kid who turned their assignments in early.
  - Fun. Can laugh at yourself from time to time and have thick skin.
  - A great communicator. You make sure that we are always on the same page and you're not afraid to ask questions. You also don't mind being told what to do. I don't plan to boss you around by any means, but I need someone who is cool with taking and following orders.

### Schedule

- Spring 2018 Semester (January 8, 2018 – May 15, 2018)
- Flexible work hours. You can choose when to work and how much you wish to work, whether it be one hour per week or 20 hours per week, as long as you work 120 hours during the spring 2018 semester at IU.
- Some work can be done remotely.