



Participant Engagement Chair Position Description

Objective: manage and create meaningful relationships with participants

Responsibilities

- Establish and maintain system for welcoming and engaging new participants
- Establish and maintain a participant attendance tracking system
- Maintain records of participant event sign-in sheets
- Connect participants with board members to help facilitate connections and relationship building
- Create surveys to gather feedback from events/programming
- Focus on the recruitment and retention of BL²END participants
- Report feedback from participants to the board of directors

Requirements

- Strong client relationship skills
- Detail-oriented
- Strong verbal and interpersonal communication skills
- Promote BL²END within your personal and professional networks
- Independent self-starter
- Value teamwork and collaboration within a grassroots, volunteer organization
- Commit to a two-year term
- 10-15 hours per month

Benefits

- Play a key role in shaping the culture in Grand Rapids as it relates to diversity
- Gain experience in building and working with volunteers
- Build and improve personal brand
- Opportunity to network with diverse community leaders
- Recognition as leader of one of Grand Rapids' premiere organizations for diversity