

LEx Leader for Alternative Breaks - Executive Board Job Description

Alternative Breaks Executive Board Composition:

- Co-Presidents (2)
- Fundraising Chairs (2)
- Event Management Chair(s) (1-2)
- Marketing Chair
- Treasurer/Leadership Intern

Alternative Breaks Executive Board Position Descriptions:

Co-Presidents

- Oversee planning process for all RUAB trips;
- Coordinate and facilitate all RUAB regular meetings;
- Assist professional staff advisor in creating training agendas and modules;
- Schedule and facilitate the participant application, interview, and placement process;
- Assist in the research, proposal, and selection of Alternative Break trips;
- Serve as resources to and maintain regular communication with Site Leaders regarding trip statuses;
- Serve as resources to and maintain regular communication with executive board members;
- Act as a liaison to assigned Site Leaders/Service Trips.

Fundraising Chairs

- Coordinate a variety of fundraising opportunities to help generate additional funding for Alternative Break trips;
- Assigning and scheduling Site Leaders, executive board members, and trip participants for fundraising events;
- Research and apply for any applicable service grants, such as the Liberty Mutual Spring Break Grant, etc.;
- Act as a liaison to assigned Site Leaders/Service Trips.

Event Management Chair(s)

- Responsible for coordinating and promoting all RUAB outreach efforts (meetings, events, application deadlines, showcase, etc.)
- Plan and execute the RUAB Kick-Off Social in December;
- Plan and execute the RUAB Service Celebration Dinner in April;
- Act as a liaison to assigned Site Leaders/Service Trips.

Marketing Chair

- Distribute newsletter with updates regarding RUAB initiatives and fundraising opportunities;
- Spearhead marketing efforts for RUAB, including giveaway purchases, social media, etc.;
- Record and distribute minutes for each RUAB meeting;
- Act as a liaison to assigned Site Leaders/Service Trips.

Treasurer/Leadership Intern

- Responsible for all duties of a Leadership Intern, including part-time office hours, event

volunteer staff, etc.;

- Serve as the fiscal steward for the RUAB organization budget;
- Serve as the primary contact for any budget-related requests on behalf of RUAB and the Alternative Break trips;
- Assist in the planning, scheduling, and execution of all selection processes (Staff Partner, participant);
- Spearhead special projects as requested (examples include: assessment of Alternative Breaks experiences, benchmarking other institutional service trip programs, etc.);
- Act as a liaison to assigned Site Leaders/Service Trips;
- Act as a liaison between RUAB and Leadership & Experiential Learning.

Important Dates:

- **Applications Due: Monday, February 10, 2020 @ 11:59 PM**
- **Interview Dates: Friday, February 21, 2020 - Saturday, February 22, 2020**

* Are you interested in applying to be a LEx Leader for Alternative Breaks - Executive Board?

Yes

No

NOT AN OFFICIAL APPLICATION

LEx Leader for Alternative Breaks - Executive Board Application

* For what position(s) would you be interested in? (Ranking system: 1-most desired, 5-least desired)

Co-President

Fundraising Co-Chair

Event Management Chair

Marketing Chair

Treasurer & Leadership Intern

* What Alternative Break trip(s) have you attended previously?

(Please provide the Name, Semester, and Year of each trip you have attended.)

* What was the most memorable lesson or moment that you took away from your experience in Alternative Breaks? Why does that particular memory stand out to you? (75 Word Limit)

* How do you plan on improving or expanding the position(s) you applied for? Please explain any new ideas you have and explain how that can benefit RUAB as a whole. (75 Word Limit)

Submit Your Application!

Thank you for taking the time to apply to be a LEx Leader.

All LEx Leader Applications for Retreat, RUAB E-Board and Intern positions are due February 10, 2020.

All applications for Mark Conference, Alternative Break Site Leaders, and Ambassador positions are due March 24, 2020.

We will be contacting you shortly after each deadline to discuss your candidacy.

If you have any additional questions, please feel free to contact us at LEAD@echo.rutgers.edu. Thank you!

* By selecting 'YES' below, you are submitting your LEx Leader Application. You are confirming that you understand that if selected to advance in the process there will be a subsequent interview with the Leadership & Experiential Learning staff where your candidacy will be evaluated and selections will be made thereafter.

Please select 'YES' if you are completing your application at this time.

Yes

NOT AN OFFICIAL APPLICATION