

## VOLUNTEER JOB DESCRIPTION – ULI ALBERTA

Committee:	Outreach Committee
Location:	Edmonton (Reporting to ULI Alberta Board) – 1 position
Job Title:	Co-Chair Outreach
Job Description:	<p>Objective is to grow sponsorship and membership of ULI Alberta—in order to create a sustainable and effective District Council. This will be achieved by executing on the following:</p> <ul style="list-style-type: none"> <li>• Work with the District Council’s Management Committee and various Committees to define and propose specific research &amp; education opportunities aligned with the District Council’s vision and key priorities.</li> <li>• Organize and submit proposed initiatives &amp; budgets to Management Committee.</li> <li>• Solicit research proposals as required.</li> <li>• Submit relevant grant applications (e.g. Urban Plan).</li> </ul> <p>Responsibilities include helping to select and organize Committee members, leading the development of programming aligned with the District Council’s Strategic Plan and the planning and execution of events, coordination with the board and Programs committee to administer events, managing communications, sponsorship and budgets overseeing the successful delivery of events and activities that both meet membership needs and interests as well as raise the profile of ULI in Alberta.</p>
Skills Required:	<ul style="list-style-type: none"> <li>• Strong communication skills (verbal and written)</li> <li>• Ability to liaise with industry colleagues in a positive and professional manner</li> </ul>
Time Commitment:	8 -10 hours per month
Meeting Frequency:	The committee will meet bi-monthly, or as deemed necessary by the Committee Chair / Co-Chairs. The Committee Chair / Co-Chairs are responsible for setting the schedule and the agenda of the meetings.
Term:	Two Years
Questions:	<p>To apply please complete your profile in <a href="#">Navigator</a> or complete the <a href="#">application</a> and send it to <a href="mailto:Nerveen.osman@uli.org">Nerveen.osman@uli.org</a></p> <p>For any questions please email: <a href="mailto:Nerveen.Osman@uli.org">Nerveen.Osman@uli.org</a></p>

*\*Must be a ULI member to be eligible*