



# Internal Mission Specialist Job Description

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## Purpose

To grow Sertoma's mission through greater engagement of members and clubs. Increase members and clubs understanding of Sertoma's mission activities that are available for them to participate, which will lead to increased levels of support for the Annual Fund and other shared efforts, and show increased participation by Sertoma clubs and members in shared mission activities.

## The Work

- Visit assigned clubs, at least once in person (where applicable) to provide information about shared mission activities and the Annual Fund, then solicit their participation as a club and as individual members
- Share information and respond to questions or concerns about shared mission activities that come directly from members or through communication with the Mission Specialist leadership team

## Qualifications

Sertoma will invest to develop skills in those willing and capable of doing the work

- A desire to help Sertoma grow its mission outcomes by encouraging club and member participation in shared philanthropy and service
- Good communication skills, written and verbal
- Competency with a variety of communication tools and technologies
- Knowledge of all Sertoma mission activities and outcomes
- Willing and able to do light travel

## Expectations

### ***From Sertoma***

- Support and coaching from leadership team
- Reimbursement of appropriate and authorized expenses

### ***From Internal Mission Specialist***

- Make one-year commitment to the role and the work, renewable by invitation (3–5 hours per month)
- Participate in all support activities (training, conference calls, etc.)
- Provide reports/communication as needed to document work and outcomes
- Communicate feedback for members and clubs to the Mission Specialist leadership team
- A donor to the Annual Fund—ideally at the Fellow level or greater