Volunteer Opportunity Description:  
*Meetup Group Clerical Marketing Assistant*

**Description/Purpose**
Have you ever used Meetup? It's an online service that helps you find and "meet up" with other people who have similar interests! There is a wealth of interest groups on Meetup! From Parents to Photographers, Foodies to Fine Art, Birders to Backyard Gardeners! Using a special e-profile, you'll contact groups whose interests match Arboretum classes, then play host and greet the Meetup attendees who come!

**Responsibilities**
Regular weekly duties will include:
* online research to uncover current Meetup groups that match a profile for Arboretum class interest
* contact each Meetup administrator and ask if the Arboretum class can be added as a scheduled Meetup
* contact, manage, and maintain Meetup contacts who RSVP "yes" to each marketed class
* Maintain spreadsheet of all marketed classes along with communications and RSVPs
* Meet and greet your Meetup attendees at the beginning of each class

**Required Skills/Tasks**
* online Meetup program experience preferred
* Ability to follow rules/regulations for postings for each unique group
* Willingness to attend and meet & greet all classes you choose to promote via Meetup
* Friendly demeanor that comes across well in writing
* Excel
* Organizational skills
* Attention to detail
* Ability to work within deadlines
* Ability to work independently, without close supervision
* Interest in sales and/or marketing is helpful

**Time Commitment and Schedule Details**
Seeking a weekly ongoing commitment of one day a week for 1 - 3 hours (anytime Tuesdays, Wednesdays, or Thursdays between 9:30am to 4pm). This position is available to begin immediately, and ends in August 2015.

**Benefits**
Meet new people in a fun atmosphere! Use and develop your sales, marketing, communication and office skills! Help the Arboretum Education Department maintain quality and success!

**Work Environment:**

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<td>Sitting</td>
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<td>Standing</td>
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How to Apply for this Opportunity
If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the supervisor and set up an interview.

Staff Supervisor & Contact Information
Jill Leenay
Business Manager, Education
* email communication is preferred* leen0014@umn.edu
612-301-3484

To become an Arboretum Volunteer, you first need to attend a New Volunteer Orientation. To get started visit our website at http://www.arboretum.umn.edu and click on the volunteer tab.