

# WHCE VOLUNTEER OPPORTUNITIES

## COMMUNICATIONS

### Programs Liaison

- Serve as a conduit between Programs and Communications to develop and post event information and email blasts

### Social Media Strategist

- Responsible for posting upcoming events to social media sites (LinkedIn, Twitter, Meet Up)
- Responsible for posting photos from events and responding to Member questions via Social Media

### IT Coordinator/Data Analyst

- Has expertise in back-end website management; works to troubleshoot website updates
- Pulls monthly website data, identifies trends and opportunities for improvement

## COMMUNITY ENGAGEMENT

### Scholarship Review Committee

- Review and rate assigned scholarship applications
- Participate in Scholarship Review Call to identify final candidates and make recommendation to the Board

### Higher Education Outreach

- Partner with Co-Chairs to build relationships with local universities and colleges to strengthen the connection between WHCE and future health care leaders
- Ensure Universities and Colleges provide scholarship application information to eligible student bodies
- Identify opportunities for early careerist mentoring opportunities

### Donation Coordinator

- Partner with Co-chairs and President Elect to execute scholarship donation strategy

## WOMAN OF THE YEAR GALA

### Event Coordinator

- Partner with President Elect to plan and coordinate Woman of the Year (WOTY) gala

### Programs Liaison

- Serve as a conduit between President-Elect, Programs and Communications to develop and post event information and email blasts

## PROGRAM DEVELOPMENT

### Event Coordinator

- Partner with Co-chairs to plan and execute events (speakers, location, refreshments)

### CAHL Liaison

- WHCE & CAHL Member
- Sits on CAHL Bay Area Local Programming Council (LPC)
- Partners with WHCE & CAHL Leadership to plan and coordinate co-hosted events

## MEMBERSHIP

### Membership Analyst & Strategist

- Identify data trends (New Members, Retention Rate, Member Satisfaction)
- Works with Co-chairs to develop Member Engagement strategies and opportunities for improvement

### Volunteer Coordinator

- Identifies Committee volunteer needs and matches interested volunteers with best fit



For additional information,  
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