



# KINDNESS MATTERS 365™

## JOB SPEC Ambassador Coordinator

(CONTRACTOR POSITION)

*Approximately 5-10 hours/week*

### Summary

The Ambassador Coordinator is responsible to cultivate a supportive path for all KM365 Ambassadors and those seeking to become Ambassadors. This team member will ensure Ambassadors are taken care of and supported and that they fulfill their responsibilities as a KM365 Ambassador.

### Qualifications:

- Understanding of and commitment to the KM365 mission, vision and values, and Strategic Plan.
- Kind interpersonal/communication skills, excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to handle multiple simultaneous tasks and projects.
- Proficiency in MS Office, Excel, Google Docs and browsers. Experience with E-tapestry and a plus.
- Success as a motivator for volunteers.

### Principal Accountabilities:

1. Work closely with the Director of Programming to effect an extraordinary Ambassador Support program.
2. Work with Programming and IT to ensure potential/new Ambassadors easily progress through their training and onboarding process, and that they know they are welcomed to our KM365 family and are vital to our impact in the world.
3. Make sure all Ambassadors are trained (initial training, annual update training, and monthly CKE), prepared and supported to manage their programs in accordance with the Kindness Curriculum and the Ambassador Guidelines.
4. Ensure regular communication with Ambassadors so that every Ambassador is engaged and supporting KM365's mission.
5. Work closely with the Director of Programming to create and maintain rosters, club contact information, club give-backs, event celebration / data share, social media posts, succession planning, etc.
6. Serve as a resource for Ambassadors and their programs, sharing best practices for growth.
7. Support active club growth.
8. Work with KM365 Marketing Coordinator to recognize and celebrate Ambassadors in newsletters, press releases, on our website, through social media, etc.
9. Assist Director of Programming with communication venues including FB and Instagram KM365 Ambassador Pages and AmbassadorSupport@KindnessMatters365.org email box.

### About the Organization:

Kindness Matters 365 was started in 2008 by one mom in Boca Raton, FL for a group of 40 children. The foundation has grown to a successful 501(c)(3) non-profit organization with thousands of participants in multiple states, including kids in pre-school through college. The foundation's mission: Through extraordinary programs nourished with Gratitude, Compassion and Kindness, KM365 equips kids and teens with knowledge and skills for their social and emotional well-being. We empower their exploration and discovery in caring for themselves and each other, today and for our future.