



## **Education Chair** *Sample Job Description*

*Increase awareness around the health and human service issues we face in Central Texas, and the solutions United Way and its Partners are implementing together. Engage and inspire your fellow employees through education. Help increase campaign participation.*

### **Benefits**

- Raise awareness around the needs and solutions in our community.
- Demonstrate your commitment and leadership to others in your company.
- Work with a team of passionate and talented co-workers from across departments.

### **Checklist:**

- Be an ambassador for United Way.
- Coordinate, design and host “Ask Meetings”
- Write a column in your company’s newsletter or intranet site. Spotlight 2-1-1, the Community Tax Centers or Success By 6. Ask your Development Officer to connect you with useful facts and statistics for your column.
- Plan and coordinate activities that promote awareness and education:
  - Lunch n’ Learns (ask your Development Officer for speakers/facilitators)
  - Educational Trivia
  - Make it fun!
  - Be creative!