



Employee Campaign Coordinator (ECC)

Sample Job Description

- **Leader** - sets the tone of the team and the campaign itself
- **Convener** - brings together the team that builds a successful campaign
- **Ambassador** – promotes campaign awareness and education throughout company; ensures that campaign communication compliments company values and goals

Benefits

- Grow your leadership, project management and public speaking skills.
- Demonstrate your commitment and leadership to others in your company.
- Work with a team of compassionate and talented co-workers from across departments.

Checklist

- Recruit a Committee.
- Convene Committee: weekly planning meeting 3- 6 weeks prior to campaign start.
- Recruit 5 - 30 *Department Leaders, depending on company size.*
- Approve campaign dates and goal at first Committee Meeting.
- Bring together *Department Leaders* for one hour training.
- Approve welcome letter to be sent to all employees at start of campaign.
- Update employees on campaign progress (usually half-way and towards end).
- Thank employees for their generosity and celebrate participation.