



The Urban League of Metropolitan St. Louis, Inc.

Position Description

Position Title: Auxiliary Liaison

Immediate Supervisor: Division Supervisor to Which Assigned

Job Description

The Auxiliary Liaison works in cooperation with the Auxiliary program facilitators to assist with increasing involvement, and managing community involvement/education at the Agency; function as a public outreach liaison between auxiliary members, community agencies, and the Urban League. Available sites include:

- 3701 Grandel Square, St. Louis, MO 63108

Mentor Qualifications

- Attend auxiliary meetings to be able to inform community volunteers and/or agencies of programs and activities sponsored by the Agency
- Be available to work with community volunteers and/or agencies to answer questions and assist with concerns
- Provide support in notifying appropriate individuals of availability of meeting rooms/times
- Perform routine clerical tasks related to the auxiliary activities
- Gather required data for meetings and assist in Agency input of meeting materials
- Assist in the organization of a system of communication to encourage volunteer attendance at the meetings and events
- Disseminate information about programs and events sponsored by the Agency
- Assist in locating and contacting local agencies in order to inform auxiliary members of available community services.

Job Requirements

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include at least one year experience working with community volunteers. Strong English communication skills. Flexibility to attend evening meetings in different locations as necessary.

Knowledge Of:

Urban League auxiliaries and their functions. Community resources available. Proper grammar, punctuation, spelling, and other office procedures and practices. Organizing groups of individuals and assisting in instructing them in their responsibilities.

Ability To:

Provide own transportation to attend meeting at various locations as necessary. Demonstrate the proper use of grammar, English, punctuation, and spelling. Set priorities and meet established deadlines. Speak in front of groups of individuals. Provide direction to individuals and/or groups of individuals.