



Responsible | Impactful | Sustainable | Ethical

## **Student Engagement Coordinator**

We are looking for an experienced Engagement and Outreach Coordinator to join our team. As an Engagement and Outreach Coordinator you will play a critical role in helping with the strategy, logistics, and development of the Student Engagement program at RISE. You will be responsible for helping to maintain and manage the G-Drive account, coordinate and track engagement metrics, create and develop outreach material and content, attend team strategy meetings and assist with the administrative and internal logistics for the student engagement team.

If you have the passion and other transferable skill sets that can be beneficial to the RISE team and would like to join our team in mainstreaming sustainable travel through education, we'd be happy to have you on board. Our team is multi-faceted and flexible, and we are always looking for candidates with diverse skill sets and expertise to help drive new ideas and collaborate with other teams and departments in various capacities.

### **Responsibilities:**

- Streamline and optimize the Student Engagement G-Drive and manage/update content and materials as needed
- Track and measure engagement via provided frameworks and/or our internal Thinkific system
- Assist in the content development process for any outreach and student engagement materials and/or updates, including: drafting email updates, contributing to discussion posts, designing visual outreach and promotional program pieces, adding and enhancing already developed content and creating presentations or info decks.
- Be familiarized with the Thinkific system for troubleshooting inquiries.
- Implement and assist with strategies to increase student engagement and involvement, adding to the innovation pipeline.

### **Requirements:**

- G-Drive knowledge
- Previous content development experience
- Writing and communication proficiency
- Cultural competency and understanding
- An idea champion and strategic innovator

**Time Commitment:**

The Student Engagement Coordinator is expected to commit 2-4 hours per week to developing duties related to this volunteer position for RISE. This is an unpaid position. RISE Travel Institute is a 501(c) 3 run entirely by volunteers who are dedicated to inspire young travelers to create positive social, economic, and environmental impact on travel destinations. If you are interested in this role, please apply online using this form. Enquiries about other volunteer opportunities can be sent to [info@risetravelinstitute.org](mailto:info@risetravelinstitute.org).