



JOB DESCRIPTION
Continuity Director, Board of Trustees

Job Title:	Continuity Director	Job Category:	Volunteer
Department/Group:	Board of Trustees	Compensation:	None
Location:	Columbus, OH	Travel Required:	Attend Board Meetings
Reports to:	Board of Trustees	Position Type:	Trustee Officer
Will train Applicant:	As Needed	Phone:	614-297-0040
Website:	http://www.CareerTransitionInstitute.org/		
Email	info@CareerTransitionInstitute.org		

Inform Chairperson and/or Vice Chairperson of interest. This position is appointed.

Job Description

Duties:

- Make all arrangements for all Monday Morning MeetUps – in person/Zoom
- Schedule speakers – have appropriate audio-visual equipment ready (master speaker list)
- Email participants to complete evaluations online
- Maintain member and visitors logs for each MeetUp
- Schedule/Conduct Zoom meetings for MeetUps and Job Circle
- Monitor incoming mail/invoices for further action by Members or the Board
- Oversight of the Membership and Training Coordinator and the Digital Media & Marketing Coordinator
- Other duties as necessary

Skills/Qualifications:

- Likely time commitment 3-4 hours per week
- Retirees encouraged to apply
- Knowledge Zoom scheduling and meetings, Microsoft 365 and/or Gmail preferred, but not required
- Prior membership with Career TI helpful, but not required