



VOLUNTEER SPEAKER JOB DESCRIPTION

Purpose

FCEF Volunteer Speakers are integral to our mission to educate those who serve. We continually look for professionals committed to sharing their knowledge and expertise regarding various topics to improve financial readiness for all. While we serve all communities and demographic groups, regardless of socioeconomic status, our primary audience is members of our nation's armed forces and their families.

As a volunteer speaker, you will teach various financial topics to audiences. Your mission is to clearly articulate the topic's content, answer questions, and provide information about additional resources available to attendees. Volunteer speakers are prohibited from soliciting and promoting products or services offered by themselves or any other organization.

Time Commitment

Most of our presentations are brief, lasting one hour, including time for Q&A during and at the end of the presentations. Volunteer Speakers can stay after the time allotted for Q&A unless otherwise prohibited by the organization hosting the presentation. Most presentations will be one hour, plus travel time.

Once the presentation is confirmed, you will receive contact information for your point of contact on the day of the presentation. Volunteer Speakers are encouraged to reach out before the presentation to discuss any rules, expectations, or equipment needs.

Responsibilities

- Prepare for presentation using content provided by FCEF
- Distribute presentation handouts and surveys (in-person presentations) and collect surveys at the end of class
- Complete the speaker survey within one week of the presentation

Skills

- BA, MBA, or other Professional Certification in financial industry, real estate, estate planning, or other relevant topic
- Ability to speak clearly and confidently to diverse groups of various sizes, virtually and in-person
- Excellent oral and communication skills and the ability to encourage and inspire audiences
- Willingness to volunteer on an as-needed basis
- Proficient in various financial topics, including, but not limited to, budgeting, real estate, estate planning, military and civilian benefits programs
- Basic computer skills, including use of email, MS Office, MS Teams, and Zoom



SUBJECT MATTER EXPERT (SME) JOB DESCRIPTION

Job Description

FCEF SMEs are integral to our mission to educate those who serve. We continually look for professionals committed to sharing their knowledge and expertise regarding various topics to improve financial readiness for all. While we serve all communities and demographic groups, regardless of socioeconomic status, our primary audience is members of our nation's armed forces and their families.

Being financially savvy empowers individuals and families, reduces stress, and fosters a sense of security. As a SME, you will work closely with our directors to update and develop content for our Education Programs. Your mission is to help create informative and engaging content that leaves attendees confident to make better, more informed, and prudent financial decisions.

Time Commitment

Most of our presentations are brief, lasting one hour, including time for Q&A during and at the end of the presentations. Content is reviewed annually to ensure accuracy and relevancy. Reviewing content and providing feedback on a presentation should take no more than 2-3 hours per presentation.

The time commitment for new courses and content creation will be longer based on the required research and development.

Responsibilities

- Assist with updating and developing financial readiness presentations
- Apply subject expertise to improve current presentations or assist with new course development
- Adhere to deadlines set by the program director
- Consult and provide mentorship to volunteer speakers during presentation rehearsals based on your specialized knowledge
- Verify reference information, including handouts for attendees and training guides for volunteer speakers

Skills

- 10-15 years of experience working in the relevant area of expertise
- Willingness to consult and provide support for content review and updates on an as-needed basis
- Basic computer skills, including use of email, MS Office, MS Teams, and Zoom
- Excellent written and verbal communication skills



MARKETING/SOCIAL MEDIA VOLUNTEER JOB DESCRIPTION

Purpose

Our Marketing/Social Media Volunteers assist by planning and creating social media as well as printed and electronic marketing content for First Command Educational Foundation. Our social media presence is vital in supporting our Agency's mission of educating those who serve, creating financial readiness programs and scholarships that help combat financial insecurity in our military community.

Qualifications

- Advanced or intermediate understanding of marketing strategy and how to use the concepts throughout various forms of outreach.
- Developing content to inform, educate and engage the brand's audience to increase awareness and achieve marketing goals.
- Experience in nonprofit marketing, journalism, public relations, or related field preferred.
- 1-2 years of social media management experience preferred.
- Advanced or intermediate knowledge of social media platforms.
- Experience with working with Office Suites, Google Suites, Adobe Illustrator and Photoshop, and Canva.
- Experience determining how to cater unique marketing campaigns to a unique audience.
- Ability to work alongside a diverse group of employees and simultaneously work toward many company initiatives at once.
- Ability to work in fast-paced environment.

Skills

- Social media marketing knowledge.
- Superior oral and written communication skills.
- Excellent organization and time management.
- Internet research skills preferred.
- Mastery of the major social media platforms including Facebook, Instagram, X, and LinkedIn.
- Knowledge of social media analytics software including Meta Business Suite, Google Analytics and Twitter Analytics to track audience engagement and campaign performance.
- Experience with word processor applications and image/video editing software.



SPECIAL EVENT VOLUNTEER JOB DESCRIPTION

Purpose

FCEF Volunteers are integral to our mission to educate those who serve.

Time Commitment

6-8 hours depending on event and number of volunteers working the event.

Length Of Commitment

Special event day volunteers typically commit to a one-day event.

Qualifications

1. The ability to work independently and in a team setting.
2. Ability to tolerate inclement weather including humidity, heat, rain, cold, and noise.

Age Requirements

Must be 18 years of age or older.

Responsibilities

- Guest engagement,
- Set up/tear down,
- Offer directions,
- Request feedback,
- Assist with registration/ticket sales, and/or
- Distribute prizes.

Skills

- Excellent communication skills,
- Integrity,
- Be respectful, punctual, and attentive,
- Suggest solutions to issues, and
- Be open to feedback.