



## Dovetail Ambassador Volunteer Job Description

We are looking for **Volunteer Ambassadors** to act as representatives of Dovetail; to assist us in our mission to support the sustainability of the contract interior industry, by raising its profile, attracting talented, diverse young professionals, and encouraging long-term sustainability in an industry poised for success in the future.

In this volunteer role, Ambassadors will be responsible for recruiting the brightest minds - educating graduating students and prospective candidates and building awareness of the industry with a goal to encourage young, diverse talent to join the commercial interiors industry.

To excel in this volunteer position, you will have excellent communication, presentation and networking skills, and a strong presence on social media. Experience within the commercial interiors industry is required, along with a strong knowledge of sales and marketing principles. Volunteer Ambassador responsibilities will include:

### **Providing Input and Feedback on Recruitment Strategy**

- Familiarizing yourself with the Dovetails mission, vision, and goals.
- Working closely with Dovetail staff and committees to conceptualize marketing campaigns and strategies and provide feedback on plans to date.
- Brainstorming ideas and participating in training, meetings, and workshops, as necessary.
- Providing feedback on website and social media content to drive awareness and attract new prospects.

### **Building Awareness and Credibility within the Industry**

- Maintaining a positive image of Dovetail and the industry overall.
- Representing Dovetail at industry events, trade shows, and online as appropriate.
- Building rapport with educational contacts, industry leads, and prospects, as required.
- Providing Ambassador Presentations to educate students, and second career prospects about the role and opportunities that exist within the industry.
- Acting in a mentorship role to support prospects who are interested in getting more involved in the industry.

### **Reporting and Analysis**

- Monitoring student feedback and questions based on interactions and presentations and providing feedback to the Dovetail Steering Committee.
- Tracking prospect meetings and outcomes, including attendance, levels of interest, and those who have set up a profile online.

**Volunteer Ambassador Requirements:**

- Up to ten years of industry experience in the commercial interiors industry.
- Prior experience presenting to large groups.
- Excellent verbal and written communication skills.
- Friendly, approachable, and outgoing personality.
- Working knowledge of social media platforms and tools.
- Adaptable with the ability to prioritize tasks.
- Ability to travel to local schools.
- Ability to host virtual presentations via zoom or other online platforms.
- Ability to conduct up to 5 (five) presentations annually.

For additional details, please connect with us directly:

Stefanie Ince | Executive Director, Dovetail  
email [since@whydovetail.com](mailto:since@whydovetail.com)