

## **Employment Coordinator**

This committee member or members compile and share employment news with the chapter, including member successes and job openings. The intent of providing this information is to bolster the sense of community among members and offer membership value.

The volunteer solicits employment news from chapter members and from Minnesota's community of information professionals, professional associations and employers.

The person in this role should aim to share news on a regular basis and include position vacancies of interest to chapter members (i.e. professional information-related positions in Minnesota).

In addition to soliciting job news, the committee member can look for position vacancies from job sites (Indeed.com, Metronet JobLine, [www.mn.gov/careers](http://www.mn.gov/careers), USAJobs.gov), employer websites (University of Minnesota, Minnesota Historical Society), Twitter, LinkedIn and discussion lists (Minitex, ALA, etc ...)

Highlights and accomplishments from this role should be shared with the committee chair and president so that it can be included in the chapter's annual report.

The time commitment is about an hour a week.