

Teams Coordinator

Summary:

The Teams Coordinator is responsible for recruiting and supporting Team Captains by providing them with the necessary tools to help them raise pledges and enhance their experience as part of the *IG Wealth Management Walk for Alzheimer's*.

Responsibilities:

- Attend committee planning meetings as needed
- Work closely with Recruitment Coordinator to identify and recruit team captains/teams
- Support team captains and provide suggestions for increasing awareness and fundraising opportunities

Skills required:

- Excellent interpersonal and communication skills, both written and verbal
- Ability to recruit and motivate potential team captains/teams and work with past team captains to increase team numbers and revenue
- Ability to work independently and as part of a team
- Organized and able to meet deadlines
- Familiarly with the Microsoft Office Suite and access to a computer and email