

Chapter Leader Liaison

We are looking for three chapter leader liaisons who are highly motivated and efficient in onboarding and setting up our chapter leaders for success. As a Chapter Leader Liaison you will be responsible for managing all relations with Chapter Leaders worldwide and building trusting relationships within the organization. The Liaison will constantly evaluate our chapter teams and identify opportunities to grow and improve our team efforts and organizational structure. You will be responsible for onboarding new chapter leaders and act as a support to them throughout their journey with Freedom Keepers United. This role requires exceptional organizational skills, excellent communication skills, flexible availability, Google Suite experience with apps like google docs, forms, and sheets as well customer relationship management skills. The ideal candidate will be comfortable speaking to and meeting with Chapter Leaders from all over the world and can promote healthy and positive organizational culture.

To be successful as a liaison, you should possess excellent communication skills and maintain the core values of the organization. You will conduct quality assurance surveys to determine chapter satisfaction and use the findings to improve on areas of complaint. Ultimately, an outstanding liaison will work closely with the executive team to ensure that all chapter leaders relationships are preserved.

Liaison Responsibilities:

- Building and maintaining valuable relationships with chapter leaders worldwide and developing a healthy and positive team culture.
- Overseeing the relationship with chapter leaders handled by your team.
- Resolving chapter leader requests and complaints quickly and efficiently.
- Keeping chapter leaders updated on the latest organization updates in order to prepare them for upcoming events and actions.
- Meeting with chapter leaders in the organization to support them periodically to ensure chapter expansion success.
- Expanding the chapters' community bases by providing guidance and resources for successful community growth.
- Understanding chapter leaders' individual needs and ensuring the proper relative support.
- Conducting chapter reviews using CRM programs.
- Orient Chapter Leaders to increase their understanding of the organization, its constituents, its services and the role and responsibilities of Chapter Leaders
- Ensure that Chapters Leaders are given appropriate training to be successful in their positions
- Ensure that Chapter Leader check-in procedures are followed

Liaison Requirements:

- Must have excellent written, verbal and interpersonal communication skills.

- Some legislative experience with an understanding of basic government education is preferable.
- Must have flexible availability to meet with chapter leaders in multiple time zones.
- Must be familiar with CRM and project management systems
- Must be proficient in Google Suite Applications
- Must have the ability to maintain a positive attitude focused on mission oriented growth and development