



Sigma Community Facilitator Position Description

Position Description

Community Facilitators serve as ambassadors on The Circle, and are in charge of monitoring activities within the Communities of Interest, Career Advice Forum, and Global Member Forum. Facilitators work to keep communities active by posting new discussions, replying to member posts, and working to create conversation. These ambassadors will work with Sigma staff to keep the communities viable and ensure members find value.

General Responsibilities

- Attend an onboarding training session with Sigma staff upon being approved as a facilitator
- Communicate with Sigma staff regularly to evaluate community and develop future plans
- Play an active role in recruitment and retention of community members
- Strive for 100% follow-up for questions posed in the forum
- Monitor and encourage activity among participants
- Ensure new discussion topics and/or questions are shared monthly
- Share content in the announcements section, events calendar, and library
- Work with Sigma staff on periodic community related projects such as virtual meet-ups or sharing announcements

Global Member Forum Responsibilities - answer general questions about membership, share updates and resources from Sigma, assist members with navigating The Circle.

Career Advice Forum Responsibilities - assist members with topics related to career placement and advancement; share career development related resources and conversation topics.

Community of Interest Responsibilities - post and participate in topic-based conversations; share resources and announcements related to the topic.

Required Knowledge, Skills and Abilities

- Knowledge of topic area
- Communication and networking skills
- Ability to commit to 6-month term
- Familiar with and comfortable using The Circle (training will be provided to those who are not current users)

Time Requirements

- 30 minutes per week, 6-month renewable terms

Staff Liaison

Noelle Pickler

Community Manager for The Circle

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