



## Community of Interest Facilitator Position Description

### Position Description

Community Facilitators are in charge of monitoring activities within the communities of interest, located on The Circle. Facilitators will work to keep communities active by posting new discussions each month, replying to member posts, and working to create conversation. Facilitators will work with Sigma staff to keep the communities viable and ensure members find value.

### Responsibilities

- Attend an onboarding training session with Sigma staff upon being approved as a facilitator
- Communicate with Sigma staff quarterly to evaluate community and develop future plans
- Play 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
- Pose questions that are community-topic related, at least twice per month
- Ensure announcements section, events calendar, and library have new content added monthly

### Required Knowledge, Skills and Abilities

- Knowledge of the community topic
- Communication and networking skills
- Knowledge of Sigma
- 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

- 1 hour per week, 6-month renewable terms

### Staff Liaison

Noelle Pickler

Circle Community Manager

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