

External Relations Department

General Role:

To help establish partnership with business organizations, NGO on events, learning partners and sponsorship; to maintain good relations with alumni

Major Duties and Responsibilities:

- Partnership Establishment
 - To attend networking events for raising partnerships
 - To gather the contact method of business organizations and NGOs responsible
 - To introduce the mutual benefit of the partnership to the business organizations and NGOs through sending emails, phone calls and company visits
 - To help establish partnership with business organizations and NGOs on events, learning partners, and sponsorship
- Co-organize Events
 - To co-organize an event with embassy to maintain the internationalism of AIESEC
- Maintain Healthy Relations with Alumni and Advisors
 - To keep in contact with all the alumni and advisors of AIESEC in CUHK
 - To plan strategies and develop platforms for continuous and active engagement with alumni and advisors
 - To seek partnerships from alumni in terms of raising learning partners, AIESEC's global internship or sponsorship
 - To maintain and update the database of alumni and advisors
 - To liaise with the AIESEC Alumni Association in Hong Kong
 - To gather advisors' help to enhance AIESEC experience and impact

Special Requirement:

- Presentable
- Persistent
- Practical
- May need to do courtesy visit/ company visit in day time
- Available to function in office hours
- Not necessarily with business academic background

Average Weekly Workload:

17 Hours

- 2 hours department meeting
- 5 hours external events/ courtesy visits/ company visits
- 8 hours emailing & individual work
- 2 hours attend local committee and/or national events

Official Period:

- Oct 2011 – Aug 2012

Should you have any further queries concerning the External Relations Department, please don't hesitate to contact our Local Committee Vice-president (External Relations) **Sandy LEUNG** at (852) 9581 1326 or sandy.leung@aiesec.net.