



2025 – 2026 Executive Board Application

Job Descriptions

- **Vice Chair of Campus Partnerships**
- **Vice Chair of Community Relations**
- **Vice Chair of Marketing and Communications**
- **Vice Chair of Operations**
- **Vice Chair of Special Events**
- **Vice Chair of Volunteer Experience**
- **Vice Chair of Volunteer Recruitment**
- **Overall Chair**



Job Title: Vice Chair of Campus Partnerships

Job Summary:

The Vice Chair of Campus Partnerships plays an essential role in building a coalition of partner organizations that are committed to the values and mission of Spread Cream Cheese Not Hate®. This position involves strategic planning, collaboration with campus organizations, and executing initiatives that align with our mission.

Key Responsibilities:

- Develop and implement a comprehensive strategy for establishing and maintaining partnerships with clubs and organizations.
- Identify potential campus partners, including student organizations, clubs, and UF departments, to collaborate on initiatives.
- Monitor and evaluate the effectiveness of campus partnerships, providing regular reports to the Executive Board.
- Maintain up-to-date records of campus partnerships, contacts, and activities.
- Flexibility as specific responsibilities may evolve throughout the year.
- Supervise a team of Directors potentially including the following: Director of Greek Partnerships, Director of Student Government Partnerships, and Director of University Outreach

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Strong leadership and organizational skills, with the ability to manage multiple projects and priorities.
- An active student leader on campus with connections to diverse student clubs, professional groups, Greek life, and Student Government.
- Excellent interpersonal and communication skills, both written and verbal.
- Proficiency in Google Workspace and other relevant software applications.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Responsibilities may be subject to change based on organizational needs and the evolution of the role.



Job Title: Vice Chair of Community Relations

Job Summary:

The Vice Chair of Community Relations will be crucial in securing financial and in-kind support from corporate sponsors, small businesses, foundations, families, and community partners. This position involves developing and implementing sponsorship strategies, building and maintaining relationships with sponsors, and ensuring that all sponsorship agreements are fulfilled effectively. The Vice Chair of Sponsorships will work closely with the UF Hillel Development Team.

Key Responsibilities:

- Identify and research potential community partners whose values and goals align with Spread Cream Cheese Not Hate®'s mission.
- Assist in preparing compelling materials and presentations tailored to the interests and priorities of potential partners.
- Cultivate and maintain strong relationships with existing and potential sponsors, ensuring ongoing engagement and support.
- Help build and enhance relationships with key stakeholders, ensuring all deliverables and goals are fulfilled.
- Flexibility as specific responsibilities may evolve throughout the year.
- Supervise a team of Directors.

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Strong communication skills, both written and verbal.
- Creative and strategic thinker, capable of developing innovative community-building opportunities.
- Strong organizational and leadership skills, with the ability to manage multiple projects and priorities.

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Job Title: Vice Chair of Marketing and Communications

Job Summary:

The Vice Chair of Marketing and Communications plays a critical role in furthering our message on campus and across various multimedia and social media platforms. We are committed to amplifying the central messages of Spread Cream Cheese Not Hate® and fostering meaningful connections with our stakeholders. As a growing initiative, we value fresh perspectives and creativity, making this position an exciting opportunity for aspiring marketing and communications professionals.

Key Responsibilities:

- Assist in developing engaging content for various platforms, including social media, website, and email newsletters.
- Support the management of our social media accounts by scheduling posts, monitoring engagement, and maintaining a consistent brand voice.
- Draft press releases, media pitches, and other communication materials.
- Track key performance indicators (KPIs) for marketing initiatives and prepare regular reports to evaluate campaign effectiveness.
- Flexibility as specific responsibilities may evolve throughout the year.
- Supervise a team of Directors, including the following: Director of External Communications, Director of Internal Communications, Director of Graphic Design, and Director of Social Media.

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Strong written and verbal communication skills, with a keen eye for detail and creativity.
- Proficiency with social media management.
- Proficiency in Google Workspace and other relevant software applications.
- Ability to multitask, prioritize tasks, and work effectively in a fast-paced environment.
- Positive attitude, willingness to learn, and ability to take initiative.

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Job Title: Vice Chair of Operations

Job Summary:

The Vice Chair of Operations plays a pivotal role in ensuring the smooth and efficient functioning of day-to-day operations that support the Spread Cream Cheese Not Hate® initiative, the Leadership Dinner, and Bagel Day. This position requires a detail-oriented individual with strong organizational skills and the ability to multitask effectively. The Vice Chair of Operations will collaborate with staff and leadership team to streamline processes, optimize resources, and drive operational excellence.

Key Responsibilities:

- Coordinate and execute operational tasks in a timely fashion.
- Develop and maintain standard operating procedures (SOPs) to ensure consistency and efficiency.
- Oversee on-the-ground logistics for Bagel Day.
- Manage inventory levels and procurement processes to support operational needs.
- Contribute to strategic planning and decision-making by providing insights and recommendations based on operational expertise.
- Flexibility as specific responsibilities may evolve throughout the year.
- Supervise team of Directors.

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Previous experience in operations, logistics, or a related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.
- Proficiency in Google Workspace and other relevant software applications.
- Knowledge of industry best practices and emerging trends in operations management.

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Job Title: Vice Chair of Special Events

Job Summary:

The Vice Chair of Special Events is a vital leader in orchestrating the logistics and execution of Bagel Day VIP Visits and the Leadership Dinner. This role requires a highly organized, detail-oriented individual with strong multitasking abilities and a passion for event planning. The Vice Chair of Special Events will work closely with the UF Hillel Development Team and play a crucial role in elevating event planning, coordination, and overall success.

Key Responsibilities:

- Plan and coordinate all logistical aspects of Bagel Day VIP Visits and the Leadership Dinner, ensuring smooth execution.
- Manage event timelines, delegate tasks, and oversee setup, execution, and breakdown.
- Maintain detailed records of event logistics to improve future planning and execution.
- Flexibility as specific responsibilities may evolve throughout the year.
- Supervise Director of Leadership Dinner and Director of VIP Visits.

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Previous experience in event planning.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.

Proficiency in Google Workspace and other relevant software applications.

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Job Title: Vice Chair of Volunteer Experience

Job Summary:

The Vice Chair of Volunteer Experience plays a crucial role in supporting, developing, and delivering materials and opportunities that deepen the volunteer experience.

Additionally, they will oversee all aspects of volunteer engagement, coordination, and retention. This position requires a passionate and creative individual with experience managing multiple projects, networking, and building relationships.

Key Responsibilities:

- Support volunteers throughout their experience as a volunteers.
- Assist in facilitating volunteer training, workshops, and ongoing learning to educate volunteers on the importance of tolerance, diversity, and inclusivity.
- Evaluate the quality of the volunteer experience through participant feedback, assessments, and programmatic metrics.
- Collaborate with other teams to develop promotional materials and online resources to support volunteer initiatives, including Bagel Day and other initiatives throughout the year.
- Flexibility as specific responsibilities may evolve throughout the year.
- Supervise team of Directors

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Strong presentation and facilitation skills, with the ability to engage diverse audiences effectively.
- Excellent communication and interpersonal skills, with a demonstrated ability to build rapport and establish trust with various stakeholders.
- Ability to work collaboratively in a team environment and independently with minimal supervision.
- Commitment to promoting social justice and creating positive change in communities.

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Job Title: Vice Chair of Volunteer Recruitment

Job Summary:

The Vice Chair of Volunteer Recruitment will play a crucial leadership role within Spread Cream Cheese Not Hate®, overseeing all aspects of volunteer recruitment. This position involves strategic planning, recruitment, and management of the recruitment pipeline to support all programs and initiatives. The Vice Chair will work closely with other team members to ensure that volunteers are effectively integrated into their roles and supported, enhancing the overall impact of the efforts of Spread Cream Cheese Not Hate®.

Key Responsibilities:

- Develop and implement strategies to attract a diverse group of volunteers.
- Design and oversee the onboarding process for new volunteers.
- Provide ongoing support and resources to volunteers, addressing concerns and fostering a positive and inclusive volunteer experience.
- Develop and implement programs to recognize and appreciate volunteers' contributions, enhancing volunteer satisfaction and retention.
- Maintain accurate records of volunteer information and attendance.
- Flexibility as specific responsibilities may evolve throughout the year.
- Monitor and evaluate the effectiveness of volunteer programs, making adjustments as needed to improve outcomes and experiences.
- Supervise Director of Recruitment and Director of Volunteer Experience

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Proven experience in working with teams, volunteer management, community engagement, or a similar role.
- Strong organizational and leadership skills, with the ability to manage multiple projects and priorities.
- Excellent interpersonal and communication skills, both written and verbal.

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Job Title: Overall Chair of Spread Cream Cheese Not Hate®

Job Summary:

The Overall Chair of Spread Cream Cheese Not Hate® will serve as the primary liaison between the student leadership team and the UF Hillel staff. As the student lead of SCCNH, the Overall Chair is responsible for overseeing all aspects of the Leadership Team and is expected to facilitate regularly occurring meetings.

Key Responsibilities:

- In coordination with staff, develop and implement Spread Cream Cheese Not Hate®'s strategic vision and direction, ensuring alignment with the organization's mission and values.
- Work closely with the Leadership Team to set strategic priorities, delegate tasks, and meet goals. Prepare and present regular reports to the Staff.
- Support the Leadership Team in each of their task areas.
- Flexibility as specific responsibilities may evolve throughout the year.
- Act as the primary spokesperson for the organization, building relationships with key stakeholders, including students, university partners, community partners, and donors.

Qualifications:

- Previous experience as a volunteer for Spread Cream Cheese Not Hate®.
- Experience as a student leader on campus with a vast network of peers.
- Proven experience in working with teams, volunteer management, community engagement, or a similar role.
- Strong organizational and leadership skills, with the ability to manage multiple projects and priorities.
- Strong communication skills, both written and verbal.
- Excellent leadership, organizational, and interpersonal skills, with the ability to inspire and motivate a diverse team.

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