

Experience Unlimited is entirely volunteer led and operated. Members volunteer sixteen hours per month (an average of 4 just hours per week) towards EU operations ... a combination of weekly meeting attendance (three hours per meeting as an example), department project work and desk duty at the Concord EU office. All work and the hours spent goes towards the monthly totals. Most important is maintaining your current skills or gaining new ones. In today's corporate marketplace, being able to show volunteer work for a non-profit is highly beneficial. This is very valuable during your job interviews, presenting on your resume and most important your LinkedIn profile. Share your expertise or learn new skills in [Marketing](#) , [Information Technology](#)

,  
[Training](#)

, or

[Business Operations,](#)

and

[Special Programs](#)

. Or take an opportunity for a key role by serving as a

**Department Chairperson**

or on our operating board as

**President**

,  
**Vice President**

, or

**Secretary/Treasurer**

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Department administrative meetings are held on Tuesday mornings, as part of the EU weekly General Assembly Meeting. Service hours are easily met as members volunteer their time for department project work throughout the week or month. Members post these hours and accomplishments on the EU website.

Responsibilities of each department are listed below:

### **Marketing Department**

- Promotes Experience Unlimited to job seekers, employers, human resources and recruiters
- Represents EU at networking events and local job fairs
- Schedules, coordinates and plans events and leads our online fund raising efforts.
- Handles public relations with media and community organizations
- Continually seeks new ways to support members in their job search

- Participates in membership outreach activities
- Manages our social media presenece on LinkedIn, Facebook and Twitter

### **Information Technology Department**

- Provides support and security for EU's computer hardware, software and Internet connectivity.
- Creates, updates, and maintains the EU Contra Costa Chapter Web site
- Maintains the EU Contra Costa Chapter Yahoo Group

### **Training Department**

- Designs and develops workshops in all areas for EU members
- Facilitates career-search related workshops
- Creates and maintains the EU workshop calendar in coordination with EDD counterparts
- Works closely with EDD in providing support at county wide job fairs.

### **Business Operations Department (Administration)**

- Maintains membership records
- Manages the EU Concord office at Port Chicago Highway
- Meets and greets people at the EU office
- Answers EU office telephone
- Posts new job listings and responds to EU e-mail thru our Yahoo Groups
- Coordinates with Gold Card members (designation when they get a new job) in completing their membership, staying in touch, and managing member testimonials.

### **Special Programs Department (Featured Speaker Coordinator)**

- Provides featured speakers for our 9:30 AM presentations
- Assists with our focused and abbreviated morning workshops and exercises
- Maintains the Upcoming Presentations article on the website
- Maintains the featured speakers list with contact information & schedule