



Mentoring Brother 2 Brother

To inspire and empower at-risk African American male youth from single female headed households

PROGRAM ADMINISTRATION VOLUNTEER

POSITION SUMMARY:

The ideal candidate will be passionate about making a positive impact in the lives of at risk African American male youth and possess strong organizational skills. We are seeking a dedicated and creative individual to join Mentoring Brother 2 Brother, a 501(c)(3) non-profit, as a Program Administration Volunteer.

The Program Administration Volunteer plays a vital role in supporting our growth and effectiveness. The Program Administration Volunteer will support the President preparing documents/presentations for Board meetings and planning mentoring program events and activities planning. Time commitment: 5 hours per month.

RESPONSIBILITIES:

- Assist in the preparation of agendas, PowerPoint presentations and other documents for Board of Director and Committee meetings
- Attend and take minutes for Board of Directors and Committee meetings
- Work with community partners to schedule meeting rooms for monthly mentee meetings
- Assist the President in planning and scheduling mentee outings and activities
- Assist the President in planning and scheduling mentor trainings
- Order catering for special events and monthly mentee meetings
- Attend meetings with the President and other team members as needed

QUALIFICATIONS:

- Proficiency in Microsoft office (e.g. Word, PowerPoint & Excel)
- Eagerness to learn and adapt to new technologies, tools, and processes
- Excellent written and oral communication skills
- Flexible working hours
- Boldness for building relationships and a passion to serve the community

Iron sharpens iron; so a man sharpens the countenance of his friend – Proverbs 27:17