

Job Board

2019

Internship I and II: Marketing and sales and Public relations
Program and Membership Assistant
Secretary

Volunteers Manager

Board of Director (Treasurer)

- Manages finances of the organization
- Administrates fiscal matters of the organization
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures

I have also included a brief job description for the additional roles aforementioned.

Internship II & I - Public Relations/ Marketing and Sales (ongoing)

We are seeking a Public Relations Intern, who is full of creative ideas and eager to contribute on a large scale. The intern will gain visibility into the inner workings and aspects of the public relations field, provide concrete deliverables and learn from top to bottom. When the internship is completed you will be ready to enter any fast paced PR firm or join us as a permanent employee here at Tau Iota Mu Psi, Inc.

As a public relations intern you will be working hand-in-hand with Members of the Board to assist with capital campaigns and general image management. An important part of your role is assisting with community outreach, including building relationships with professionals, updating the client information and referral database, and presentations within the public.

Pay rate: unpaid

Marketing and Sales Intern:

We are looking for an enthusiastic marketing intern to join our expanding marketing department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing strategies. As a marketing intern, you will collaborate with our marketing and advertising board of director in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our marketing channels. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast paced work environment.

Marketing and Sales Intern/ Manager Job Duties:

- Accomplishes marketing and sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees;

communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.

- Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Determines annual and gross-profit plans by forecasting and developing annual sales quotas for regions; projecting expected sales volume and profit for existing and new products; analyzing trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand.
- Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field sales action plans.
- Identifies marketing opportunities by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share.
- Improves product marketability and profitability by researching, identifying, and capitalizing on market opportunities; improving product packaging; coordinating new product development.
- Sustains rapport with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities.
- Provides information by collecting, analyzing, and summarizing data and trends.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes marketing and organization mission by completing related results as needed.

Marketing and Sales Intern/Manager Skills and Qualifications:

Financial Planning and Strategy, Marketing Concepts, Positioning, People Management, Territory Management, Sales Planning, Competitive Analysis, Understanding the Customer, Product Development, Client Relationships, Creative Services

Pay rate Internship: unpaid

Pay rate Management: \$35,000.00

Program and Membership Assistant

Administers the member recruitment and retention program and processes for a membership organization or association. Processes periodical subscriptions and membership applications or changes. Maintains membership records, solicits and acknowledges memberships, and prepares advertisements or correspondence regarding the organization and its programs. Participates in

association events and activities to meet and greet members and offer assistance. Typically reports to a supervisor or manager. Gaining or has attained full proficiency in a specific area of discipline. Works under moderate supervision. Typically requires 1-3 years of related experience or may have 0 years of experience with additional training, or certification. Full time – Non Exempt

EXAMPLES OF DUTIES

Responsibilities consist of, but are not limited to:

Executive Support

- Manage calendar and schedule appointments of the Executive Director
- Work closely with secretary to reconcile expenses
- Prepare materials for trips and meetings when necessary
- Prepare written and email correspondence on behalf of the chairman of board

Membership Administration

- Maintain and update membership database
- Process new and renewing memberships and make reminder phone calls
- Manage membership benefits program (answer questions, new registrations, working with vendors to get reports)
- Write short informational articles for newsletter
- Support Membership and Communications Manager with projects as needed

Board of Directors

- Coordinate communications and directives between the executive director and board members
- Coordinate and execute special tasks and projects as requested or required
- Attend and support bi-monthly board meetings

General Administrative

- Maintain inventory and purchasing of office supplies and coordinate maintenance of office equipment
- Assist with other projects as assigned which may include filing, copying, bulk mailing, responding to phone inquiries, Excel spreadsheet preparation, office management tasks, coordinating with staff in other offices, etc.
- Assist with events and special projects as requested

PREFERRED QUALIFICATIONS

- Strong customer-service orientation
- Some familiarity with the nonprofit sector (as volunteer, employee, board member, client, constituent, etc.)
- Ability to communicate professionally and effectively in English (verbal and written, online and in social media)
- Experience with business English including spelling and grammar
- Demonstrated ability to operate in a fast paced, dynamic environment
- Maintain high professional ethical standards
- Ability to prioritize and manage multiple projects simultaneously

- Take pride in responding quickly to all inquiries and requests
- Impeccable follow-through skills
- Intermediate to advanced skills with MS Office, including Word, Excel, PowerPoint/Keynote
- Familiarity with Mac and other Apple products a plus

EDUCATION:

Bachelor's Degree preferred (not required)

EXPERIENCE:

Two years' experience in professional office environment (nonprofit preferred)

Duration: permanent

Pay rate: \$26,832.00/per year

Secretary

The secretary of a nonprofit organization plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records. Generally, an organization's bylaws will set the duties of the secretary; however, duties may change from time to time as may be assigned by the board. A secretary will be most useful to an organization when his or her role is shaped to meet the unique structure and needs of the organization, rather than filling a standard job description.

The secretary of the organization is an active conduit for communication between the board, management, and members (if any), by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. The secretary should be knowledgeable of the organization's records and related materials, and should be able to provide advice and resources to the board on relevant topics at issue, such as particular governance matters being addressed at a meeting or a new amendment to state corporate law, for example. The secretary should aim to be helpful to the board as they discharge their fiduciary duties.

Primary Duties:

- The creation and timely distribution of agenda for Board meetings) and Association membership meetings (e.g. annual general meeting)
- The accurate recording and distribution of the minutes of Board of Directors meetings. The minutes should reflect that the format and level of detail that the Board has determined
- The creation and maintenance of an up-to-date board planning calendar outlining matters to be on the board's agenda over the course of a year
- Maintenance of a full contact list of board members including board member appointment dates, term of appointments and board member bios
- In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the secretary's responsibility to find an alternate.

Secondary Duties

- The updating, maintaining and safe storage of the Association's Minute Book and other legal documents

- Oversight of the Association's incorporation and charitable registration status and the facilitation of all annual filings of required reports and information.
- The maintenance of a file or manual of governance policies and a systematic schedule for their review as determined by the board.
- The maintenance of an up-to-date list of members of the Association
- The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance of the Association, is reported and responded to in a timely manner
- The accurate recording and distribution of the minutes of the Association's Annual General Meeting is managed appropriately. In the event of a change of Secretary at an AGM, the Incoming secretary will assume the responsibilities of the office at the first Directors' meeting following his/her election or appointment.

Qualifications

The secretary ought to have:

- A commitment to, and a clear understanding of the mission of the organization
- At least one year of previous service on the Board
- Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws of the Association
- An adequate level of writing proficiency and access to a computer for word processing

Purposes

Pay rate: TBD

Volunteer Services Director

Volunteer Manager Job Description Volunteer Managers are responsible for selecting, training, and supervising the volunteer staff of an organization. Volunteer Managers typically are responsible for high-level activities and spend a lot of time working independently and making their own decisions.

Volunteer Manager Duties and Responsibilities

The main goal of a Volunteer Manager is to ensure an organization has enough volunteers to fulfill its service mission. To meet that goal, a Volunteer Manager must perform a variety of duties involving recruitment, training and program planning. We reviewed several Volunteer Manager job postings to determine the core duties associated with this job.

Recruit Volunteers

When an organization needs new volunteers, the Volunteer Manager uses a variety of methods to attract suitable candidates. The Volunteer Manager may place advertisements in the newspaper, post volunteer opportunities online or attend job fairs with the hope of meeting new volunteers. Volunteer Managers also interview potential volunteers to determine if they are a good fit for the organization.

Train Volunteers

Once a new volunteer comes on board, it's the Volunteer Manager's responsibility to provide comprehensive training. Volunteer Managers often conduct orientation sessions; give new

volunteers tours of the building and help new volunteers get settled into their roles. In some cases, the Volunteer Manager also teaches volunteers new skills.

Duration: permanent

Pay rate: \$32,000.00/per year

Fundraising Intern for #TIMM and #TIMW

The primary goal of fundraisers is to provide funds for use in an organization or cause. What if you could go to your place of employment every day with a renewed sense of purpose and direction, confident in the knowledge that the work you do contributes to the greater good? When you work with us as a fundraiser intern or professional, this could be your life. Grow to understand our potential donor pool and hold a vital role in planning events and coordinating other activities to encourage donations and help us move toward our goal of helping improve the people's lives. Work on a close-knit, enthusiastic team under the direction of a volunteer supervisor to meet and exceed fundraising goals. Stretch and improve your communication and leadership skills and organizational capabilities in this pivotal role.

Job Responsibilities

- Raise funds for our cause and regularly meet or surpass fundraising targets
- Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organization to them
- Assist in brainstorming and creating new methods to raise funds for our organization
- Leverage technology and social media where possible to improve fundraising activities
- Assist in planning and coordinating events meant to raise funds and coordinate activities of volunteers and interns related to event planning and execution
- Create marketing materials, like flyers and brochures, to be used for the promotion of events and other fundraising pushes
- Analyze the performance of events and other fundraising activities for effectiveness and to identify areas where money can be saved
- Maintain complete and orderly records of donors and manage regular donor communications
- Build upon existing donor relationships and form new donor relationships on a regular basis
- Collaborate with other organizations and groups within the community to build partnerships and enhance fundraising activities

Job Skills & Qualifications

Required:

- Bachelor's degree
- Exemplary communication abilities and outgoing, yet poised personality
- Strong leadership skills
- Excellent organizational abilities and attention to detail

- At least one year of fundraising experience
- Quick thinker and ability to make decisions under pressure

Pay rate: \$34,000/per year