

## Momentum Center Detail Wizard

**DESCRIPTION:** The Momentum Center is a grassroots movement to create a stigma-free community. It does so by operating the Momentum Center for Social Engagement that also houses Just Goods Gifts and Café, hosting community conversations that include *Inspire!* events and Town Hall Meetings, and by leading Cultural Immersion Experiences.

**PURPOSE OF POSITION:** Primary function is to assist the Experi-Mentor in carrying out the mission of the organization. The list of responsibilities is meant to reflect the myriad of ways in which this position may be called upon to assist the Experi-Mentor and is meant in no way to suggest that these are all areas for which the Detail Wizard is solely responsible.

**REPORTS TO:** This person reports directly to the Experi-Mentor.

**HOURS:** This is a new position that could begin at 20 hours per week but is likely to become a full-time position. It does include the need to attend activities and events that take place outside of normal business hours. Occasional additional hours may be required to assist with activities of the organization.

**PAY AND BENEFITS:** This position pays \$15 per hour and is eligible for employee assistance program.

### QUALIFICATIONS:

1. College or life experience required
2. Minimum of two years of experience in a nonprofit setting as an employee or as a volunteer
3. Strong computer skills required, including Microsoft Office programs and social media platforms. Experience with Bloomerang preferred
4. Strong organizational skills with close attention to detail and the ability to handle and prioritize a variety of tasks at one time
5. Strong written and verbal communication skills
6. Social conscience and a desire for a more peaceful and just world
7. Desire to work with many people of all different backgrounds and abilities
8. Ability to maintain confidentiality

**JOB DUTIES WILL VARY FROM WEEK TO WEEK AND MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Administrative Support
  - a. Organization and filing, maintaining strict confidentiality
  - b. Maintain Human Resources files and perform tasks as needed
  - c. Maintain Board Member files and perform tasks as needed

- d. Assemble and distribute board materials to board members
  - e. Take minutes at meetings as needed
  - f. Perform other clerical tasks as needed and assigned
- 2. Cultural Immersion Experiences Support to include International Trips, Across the Bridge Experiences, Civil Rights Tour, and others as developed
  - a. Develop marketing materials
  - b. Reach out to associations and organizations to solicit sales and recruit participants
  - c. Work with counterparts to plan and confirm trip details
  - d. Manage reservations and payments
  - e. Assemble and prepare materials for trips and reunions
- 3. Community Conversations Support
  - a. Provide support for task forces and committees involved in planning community conversations
    - i. Take and distribute minutes, prepare and distribute agendas
    - ii. Maintain member and logo lists
    - iii. Track and report on action plans
  - b. Assist in securing individuals and organizations to fill event roles
  - c. Send reminders and instructions to participants prior to events
  - d. Send thank you notes to participants after events
  - e. Collect and distribute follow up materials after events
- 4. Communications and Marketing
  - a. Promotion and sales of identified business lines
  - b. Prepare and distribute flyers and print materials as appropriate
  - c. Prepare and distribute press releases and calendar updates as directed
  - d. Prepare and distribute other marketing material as necessary
  - e. Maintain and update website and social media presence
  - f. Compile and distribute monthly newsletters

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