

Momentum Center Detail Wizard

DESCRIPTION: The Momentum Center's mission is to create a community where every person is fully visible and connected. It does so by operating the Momentum Center for Social Engagement, hosting community conversations, and 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 full-time salaried, administrative position requiring 40 to 50 work hours per week. This position does include the need to attend activities and events that take place outside of normal business hours.

PAY AND BENEFITS: This position starts at \$35,000 per year includes health insurance, employee assistance program, Simple IRA match, and PTO.

QUALIFICATIONS:

1. Strong organizational skills with close attention to detail and the ability to handle and prioritize a variety of tasks at one time
2. College or life experience required
3. Minimum of two years of experience in a nonprofit setting as an employee or as a volunteer
4. Strong computer skills required, including Microsoft Office, Teams, Planner, Loops and social media platforms. Experience with Bloomerang preferred
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. Assemble and distribute board materials to board members
 - c. Take minutes at meetings as needed
 - d. Perform other clerical tasks as needed and assigned

- e. Exercise discretion and independent judgement in matters of significance when required
- 2. Cultural Immersion Experiences Support to include Across the Bridge Experiences, Civil Rights Road Trip, and others as developed
 - a. Assist with marketing materials
 - b. Reach out to associations and organizations to solicit donations 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 material after events
- 4. Communications and Marketing
 - a. Prepare and distribute flyers and print materials as appropriate
 - b. Prepare and distribute press releases and calendar updates as directed
 - c. Prepare and distribute other marketing material as necessary
 - d. Maintain and update website and social media presence as directed
 - e. Compile and distribute monthly newsletters
- 5. Fund Development Support
 - a. Enter donations and generate thank you letters, welcome packets, and receipts
 - b. Track and provide reports as required
 - c. Provide clerical support for events and fundraising activities
- 6. Develop and Maintain Clerical Policies and Procedures
- 7. Other Duties as Assigned

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