

Board Secretary Description

Position Title: Board Secretary

Reports To: Board Chief Executive Officer

Time Commitment: Typically 5-12 hours per month, including meetings and events. May vary.

Role Summary:

The Board Secretary plays a critical role in ensuring the smooth operation of the board by managing documentation, maintaining accurate records, and ensuring compliance with legal requirements. The Secretary serves as the custodian of the organization's records, ensuring transparency, accountability, and adherence to governance best practices.

Key Responsibilities:

1. **Meeting Management:**
 - **Prepare Agendas:** Collaborate with the Board Chairperson to develop and distribute the agenda for board meetings, ensuring that all key issues are included.
 - **Attend Meetings:** Participate in all board meetings and, when possible, attend committee meetings to stay informed about board activities.
 - **Record Minutes:** Take accurate and detailed minutes during board meetings, including documenting key discussions, decisions, votes, and action items.
 - **Distribute Minutes:** Distribute approved meeting minutes to all board members and ensure they are maintained as official records.
2. **Record Keeping and Documentation:**
 - **Maintain Records:** Serve as the custodian of all board records, including meeting minutes, agendas, bylaws, and official policies.
 - **Document Retention:** Ensure that important organizational documents, such as contracts, legal filings, and correspondence, are safely stored and accessible.
 - **Board Roster:** Keep an updated list of board members, including contact information, terms of service, and committee assignments.
3. **Compliance and Legal Responsibilities:**
 - **Ensure Compliance:** Oversee that the organization adheres to its bylaws, filing requirements, and other legal obligations (e.g., annual reports, state filings, Form 990 for the IRS).
 - **Bylaws and Policies:** Assist in reviewing and updating the organization's bylaws and policies to ensure alignment with current best practices and legal requirements.

- **Certify Documents:** Serve as the certifying officer, authenticating the accuracy of the organization's official documents and ensuring compliance with legal filings.
 - 4. **Board Communications:**
 - **Notify Members:** Send timely notices for upcoming board meetings and distribute relevant materials (e.g., financial reports, meeting agendas) in advance.
 - **Correspondence:** Handle official correspondence on behalf of the board, as needed, including communications with external stakeholders, funders, and partners.
 - 5. **Support Board Governance:**
 - **Orientation and Training:** Support the onboarding of new board members by providing them with key documents, such as bylaws, policies, and past meeting minutes.
 - **Committee Support:** Assist board committees with maintaining accurate records of their meetings and activities, ensuring alignment with overall board goals.
 - 6. **Succession Planning:**
 - **Transition of Role:** Facilitate a smooth transition of board secretary responsibilities when the role changes by ensuring continuity of records and processes.
-

Qualifications:

- Strong organizational and communication skills.
 - Experience with document management, including recording and maintaining meeting minutes and records.
 - Familiarity with nonprofit governance practices and legal requirements.
 - Attention to detail and a commitment to ensuring accurate record-keeping.
 - Ability to work collaboratively with other board members and organizational staff.
-

Term of Service:

The term of service for the Board Secretary is typically one year, with the possibility of renewal as determined by the board's bylaws.

The Board Secretary is vital to the effective governance of the nonprofit, ensuring the organization's legal and operational records are kept in good order and supporting transparent communication among board members.

Technology Specialist Description

Position Title: Technology Specialist

Reports To: Executive Director

Time Commitment: Part-time

Role Summary:

The Technology Specialist is responsible for managing and supporting the nonprofit's technology infrastructure. This includes maintaining hardware, software, networks, and systems to ensure the organization can effectively carry out its mission. The Technology Specialist plays a crucial role in implementing technology solutions, supporting staff and volunteers with IT needs, and ensuring data security and compliance with technology policies.

Key Responsibilities:

1. Technology Infrastructure Management:

- **Systems Maintenance:** Oversee the day-to-day operation of computer systems, servers, and networks, ensuring they run smoothly and efficiently.
- **Software and Hardware Management:** Install, update, and maintain hardware (computers, printers, servers) and software (operating systems, productivity software) as required.
- **Network Administration:** Monitor and maintain the organization's local area network (LAN), wireless network, and other related network services to ensure secure and stable connectivity.
- **Cloud Services Management:** Manage cloud-based services and platforms (such as Google Workspace, Microsoft Office 365) to support the organization's remote or hybrid work environments.

2. Help Desk and Technical Support:

- **User Support:** Serve as the primary point of contact for staff and volunteers who need technical assistance, troubleshooting hardware, software, and connectivity issues.
- **Training:** Provide training and resources to staff and volunteers on technology best practices, software tools, and cybersecurity awareness.
- **Technical Documentation:** Develop and maintain user guides, troubleshooting documentation, and instructional materials to help staff navigate IT systems.

3. Data Security and Compliance:

- **Cybersecurity Management:** Implement and maintain security protocols, including firewalls, anti-virus software, encryption, and data backup systems to safeguard sensitive information.

- **Data Privacy:** Ensure the nonprofit is compliant with data protection regulations (such as GDPR, HIPAA) and nonprofit-specific data privacy requirements.
 - **Backup and Recovery:** Ensure regular data backups and develop disaster recovery plans in the event of data loss or system failures.
4. **Technology Strategy and Planning:**
- **Assess Technology Needs:** Collaborate with the leadership team to evaluate the organization's technology needs, proposing improvements, upgrades, or new solutions that align with the nonprofit's mission.
 - **Technology Budgeting:** Assist in planning and managing the IT budget, including cost-effective purchasing of hardware, software, and service contracts.
 - **Vendor Management:** Work with external vendors and service providers to source IT equipment, software, and services, ensuring they meet the nonprofit's needs and budget.
5. **Software and Database Management:**
- **CRM/Database Administration:** Oversee the management and use of the nonprofit's customer relationship management (CRM) system or donor management software, ensuring data accuracy and user efficiency.
 - **Project Management Tools:** Implement and support project management or collaborative tools (such as Asana, Slack, or Trello) to enhance productivity and teamwork.
 - **Data Analysis:** Support data collection and reporting needs, helping to create reports, dashboards, and visualizations that help the organization measure impact and outcomes.
6. **IT Project Implementation:**
- **Project Management:** Lead or assist with technology projects, such as website redesigns, implementation of new software, or system upgrades, ensuring projects are completed on time and within budget.
 - **Integration of Technology:** Facilitate the integration of various IT systems and tools to streamline operations and improve the efficiency of programs and services.
 - **Tech for Good:** Work with program staff to leverage technology to improve program delivery, such as virtual learning tools, mobile applications, or online community engagement platforms.
7. **Digital Communications Support:**
- **Website and Social Media Support:** Provide technical support for the organization's website and assist with digital communications tools, ensuring updates are made as needed.
 - **Email and Messaging Systems:** Manage and support the organization's email system and other communication platforms, ensuring effective internal and external communication.
-

Qualifications:

- **Technical Expertise:** Strong understanding of computer systems, networks, and cloud-based services. Experience with hardware and software troubleshooting.
 - **Cybersecurity Knowledge:** Familiarity with cybersecurity protocols, data protection regulations, and best practices in maintaining secure IT environments.
 - **Problem-Solving Skills:** Strong analytical and problem-solving skills, with the ability to troubleshoot and resolve technical issues effectively.
 - **Communication Skills:** Ability to communicate complex technical information to non-technical staff in an understandable way.
 - **Team Collaboration:** Ability to work well in a team environment, supporting staff with varying levels of technical proficiency.
 - **Experience in Nonprofit Sector** (preferred): Familiarity with nonprofit-specific software tools such as CRMs (e.g., Salesforce for Nonprofits, DonorPerfect) is a plus.
-

Term of Service:

The position of Technology Specialist is typically a part-time role, based on the needs of the organization.

The Technology Specialist is integral to the nonprofit's operational efficiency, ensuring staff have the tools and support they need to deliver on the organization's mission. This role is crucial in maintaining reliable technology systems, enhancing data security, and fostering innovation through IT solutions.

Youth Project Manager Description

Position Title: Youth Project Manager

Reports To: Executive Director

Time Commitment: Full-time or Part-time (depending on the organization's needs)

Role Summary:

The Youth Project Manager is responsible for overseeing and managing the planning, execution, and evaluation of youth-focused programs and initiatives within the nonprofit organization. This role involves working closely with staff, volunteers, and community stakeholders to ensure that projects meet their objectives, are delivered on time, and align with the organization's mission. The Youth Project Manager will play a key role in fostering positive youth development, ensuring the projects address the needs of the target youth population.

Key Responsibilities:

- 1. Project Planning and Development:**
 - **Program Design:** Develop and design youth programs that align with the organization's mission, goals, and strategic vision.
 - **Budget Management:** Create and manage project budgets, ensuring financial resources are allocated appropriately and that projects stay within budget.
 - **Goal Setting:** Define clear, measurable objectives and outcomes for each project, ensuring alignment with overall organizational objectives.
- 2. Project Implementation and Coordination:**
 - **Team Coordination:** Lead and coordinate project teams, including staff, volunteers, and external partners, to ensure the smooth execution of programs.
 - **Program Delivery:** Ensure that all youth programs are delivered effectively, following project timelines, budgets, and organizational policies.
 - **Resource Management:** Oversee the procurement and distribution of resources and materials needed for program activities, ensuring adequate supplies and support for participants.
- 3. Youth Engagement and Support:**
 - **Youth Participation:** Engage youth participants in program design and implementation, incorporating their feedback to ensure the programs meet their needs and interests.
 - **Supportive Environment:** Create a safe and inclusive environment for youth participants, promoting positive youth development and addressing social, emotional, and academic needs.

- **Mentorship and Leadership:** Encourage and develop leadership opportunities for youth, fostering skills such as decision-making, teamwork, and problem-solving.
 - 4. **Stakeholder Collaboration and Community Engagement:**
 - **Partner Relationships:** Build and maintain relationships with community organizations, schools, local governments, and other key stakeholders to enhance program delivery and impact.
 - **Volunteer Management:** Recruit, train, and support volunteers who assist in delivering youth programs, ensuring they have the tools and resources to succeed.
 - **Parental and Family Engagement:** Engage parents and families in the programs to create a holistic support system for the youth participants.
 - 5. **Monitoring and Evaluation:**
 - **Program Monitoring:** Track and monitor program progress, ensuring that activities are on schedule and meeting the project goals.
 - **Data Collection:** Collect and analyze quantitative and qualitative data to evaluate program outcomes, including participant feedback, attendance, and impact metrics.
 - **Reporting:** Prepare regular progress reports for leadership, funders, and other stakeholders, outlining key achievements, challenges, and recommendations for program improvements.
 - 6. **Grant and Fundraising Support:**
 - **Funding Proposals:** Assist in writing and submitting grant proposals related to youth programs, working with the development team to secure funding.
 - **Donor Engagement:** Collaborate with the fundraising team to provide success stories and impact reports to donors, ensuring continued financial support for youth projects.
 - **Grant Management:** Ensure that grant-funded programs meet all reporting and compliance requirements, including timelines, budgets, and impact metrics.
 - 7. **Risk Management and Compliance:**
 - **Safety Protocols:** Ensure all youth programs adhere to safety and risk management protocols, creating a secure environment for both staff and participants.
 - **Legal Compliance:** Ensure compliance with all relevant regulations and laws, including child protection policies, youth worker standards, and nonprofit governance guidelines.
-

Qualifications:

- **Project Management Skills:** Strong organizational and project management skills, with experience in coordinating multiple projects simultaneously.

- **Youth Development Knowledge:** Knowledge of youth development principles, including experience working with young people in a variety of settings.
 - **Leadership Skills:** Proven leadership abilities, with experience in managing teams, volunteers, or community stakeholders.
 - **Communication Skills:** Excellent verbal and written communication skills, with the ability to engage effectively with youth, parents, volunteers, and community partners.
 - **Budget and Resource Management:** Experience managing budgets, resources, and project timelines to ensure effective program delivery.
 - **Problem-Solving Skills:** Ability to solve problems, adapt to challenges, and manage crises that may arise during program delivery.
 - **Cultural Competency:** Experience working with diverse communities, and an understanding of how to create culturally responsive programming.
-

Preferred Experience:

- **Nonprofit Experience:** Previous experience working in a nonprofit organization or in community-based programs is highly preferred.
 - **Youth Programs:** Experience developing and managing programs for youth, including after-school activities, mentorship, or leadership development programs.
 - **Grant Management:** Experience managing grant-funded programs, including tracking outcomes and preparing reports for funders.
-

Term of Service:

The Youth Project Manager position is typically part-time depending on the organization's needs.

The Youth Project Manager plays a critical role in empowering young people through well-planned, impactful programs. Their leadership and vision help ensure that the nonprofit organization's youth initiatives foster positive development, build life skills, and create meaningful change for young participants and their communities.

Photographer Description

Position Title: Photographer

Reports To: Chief Executive Officer/Board Chairperson

Time Commitment: Part-time, or Freelance (depending on the organization's needs)

Role Summary:

The Photographer is responsible for capturing high-quality images that reflect the organization's mission, events, and activities. This role involves planning and executing photo shoots, editing images, and collaborating with various teams to produce visual content for promotional materials, social media, websites, and campaigns. The Photographer plays a crucial role in visually documenting the organization's work, helping to engage and inspire stakeholders through impactful photography.

Key Responsibilities:

1. Photography Services:

- **Photo Shoots:** Plan and execute professional photo shoots for events, programs, marketing campaigns, and special projects.
- **On-Site and Studio Photography:** Capture high-quality images in a variety of settings, including on-site events, office environments, and in-studio sessions.
- **Event Coverage:** Document key moments at organizational events, fundraisers, workshops, and community outreach activities through photography.

2. Image Editing and Post-Production:

- **Photo Editing:** Edit and retouch images using photo editing software (e.g., Adobe Photoshop, Lightroom) to ensure high-quality visuals, adjusting lighting, color, and composition as needed.
- **Photo Selection:** Curate the best images from shoots, organizing and delivering final selections that meet the organization's visual standards.
- **File Management:** Organize, categorize, and maintain an accessible library of photos for easy access and future use.

3. Content Creation and Collaboration:

- **Collaborate with Teams:** Work closely with the marketing, communications, and digital media teams to ensure photos align with the organization's branding, campaigns, and storytelling goals.
- **Brand Consistency:** Ensure all photographs are consistent with the organization's visual identity and help tell a cohesive story about its work and impact.

- **Support Creative Initiatives:** Provide creative input for visual projects, brainstorming ideas with other creative professionals such as graphic designers and videographers.
 - 4. **Campaign and Marketing Support:**
 - **Promotional Photography:** Capture images for use in promotional materials such as brochures, websites, newsletters, and social media platforms.
 - **Donor and Volunteer Engagement:** Take photographs that highlight the organization's impact, capturing stories of donors, volunteers, staff, and program participants to use in engagement efforts.
 - **Product and Service Photography:** Produce high-quality images of any products, merchandise, or services the organization may offer, ensuring they are visually appealing.
 - 5. **Social Media and Digital Content:**
 - **Content for Social Media:** Create visually compelling images optimized for social media platforms such as Instagram, Facebook, LinkedIn, and Twitter.
 - **Visual Storytelling:** Capture powerful images that align with the organization's storytelling initiatives, helping to convey its mission and values to a digital audience.
 - **Timely Delivery:** Ensure prompt turnaround of edited photos for use on social media and other digital platforms to keep content fresh and engaging.
 - 6. **Equipment Management:**
 - **Camera Operation:** Operate professional camera equipment, including DSLRs, mirrorless cameras, lenses, lighting kits, and tripods, to capture high-quality images.
 - **Equipment Maintenance:** Maintain camera gear and other photography equipment, ensuring all tools are in proper working order and ready for use at any time.
 - **Lighting and Composition:** Set up appropriate lighting and composition to ensure professional-quality results for each shoot, whether indoors or outdoors.
 - 7. **Documentation and Archiving:**
 - **Document Organizational History:** Visually document the organization's programs, history, and milestones through photography, helping to create a visual archive.
 - **Archive Management:** Maintain an organized archive of all photos, ensuring that images are easily accessible for future use by the team.
-

Qualifications:

- **Photography Skills:** Proficiency with professional cameras, lighting equipment, and photography techniques, with a strong portfolio of previous work.
- **Photo Editing:** Expertise in photo editing and post-production software (e.g., Adobe Photoshop, Lightroom).

- **Visual Composition:** A keen eye for detail, composition, and lighting to create visually compelling images that capture the essence of the subject matter.
 - **Creativity:** Ability to think creatively and bring fresh ideas to visually capture the organization's mission, people, and events.
 - **Time Management:** Strong organizational and time-management skills, with the ability to meet deadlines and handle multiple projects simultaneously.
 - **Collaboration:** Strong interpersonal and communication skills, with the ability to work effectively with different teams and understand project needs.
-

Preferred Experience:

- **Nonprofit or Event Photography:** Previous experience photographing for nonprofit organizations, community events, or social causes is a plus.
 - **Social Media Photography:** Experience capturing images specifically designed for social media platforms, considering various formats and engagement strategies.
 - **Graphic Design Knowledge:** Basic understanding of graphic design principles is beneficial for collaborating on multimedia projects.
-

Term of Service:

The Photographer position is typically part-time depending on the organization's needs.

The Photographer plays a vital role in documenting and promoting the organization's work through visually engaging and impactful images. Their work helps build a stronger connection with stakeholders, raises awareness of the organization's mission, and visually represents its impact across all media platforms.

Public Relations Officer Job Description

Position Title: Public Relations Officer (PRO)

Reports To: Communications Director or Executive Director

Time Commitment: Part-time (depending on the organization's needs)

Role Summary:

The Public Relations Officer (PRO) is responsible for managing and enhancing the public image of the organization. This role involves developing and executing communication strategies, building media relationships, handling press inquiries, and promoting the organization's mission, activities, and achievements to a broader audience. The PRO works to ensure consistent and positive messaging across all public platforms, including traditional and digital media, to build trust and foster a positive reputation.

Key Responsibilities:

- 1. Public Relations Strategy and Planning:**
 - **Develop PR Strategies:** Create and implement public relations campaigns to raise awareness of the organization's mission, programs, and achievements.
 - **Communications Plan:** Work closely with the leadership team to develop communication plans that align with the organization's goals and objectives.
 - **Crisis Management:** Develop crisis communication strategies to manage potential risks and respond to negative publicity or unexpected events effectively.
- 2. Media Relations:**
 - **Build Media Relationships:** Cultivate relationships with local, national, and industry-specific media outlets, reporters, and influencers to ensure coverage of key events and initiatives.
 - **Press Releases:** Draft and distribute press releases, media advisories, and news stories that highlight the nonprofit's activities, milestones, and successes.
 - **Media Outreach:** Pitch stories to relevant media outlets, securing press coverage in newspapers, magazines, radio, television, and online publications.
- 3. Public Speaking and Representation:**
 - **Spokesperson Duties:** Serve as the primary spokesperson for the organization, representing it in media interviews, public events, and press conferences.
 - **Public Presentations:** Prepare and deliver speeches, presentations, and talking points for senior leadership, staff, or board members when they represent the organization publicly.
 - **Media Training:** Train staff, board members, and volunteers on media etiquette and interview techniques to ensure consistent messaging.
- 4. Content Creation and Storytelling:**

- **Media Content:** Write and create compelling content for press releases, media kits, newsletters, website articles, and social media posts that effectively convey the organization's mission and impact.
 - **Storytelling:** Identify and highlight stories from the organization's programs, participants, and staff to engage media and public audiences, building an emotional connection to the nonprofit's work.
 - **Visual Content:** Work with graphic designers, photographers, and videographers to create engaging multimedia content for public relations campaigns.
5. **Digital PR and Social Media:**
- **Online Reputation Management:** Monitor online discussions, reviews, and social media mentions of the organization, addressing public inquiries, comments, or complaints promptly and professionally.
 - **Social Media Engagement:** Collaborate with the digital media team to enhance the organization's social media presence, ensuring PR campaigns are integrated into the digital strategy.
 - **Influencer Partnerships:** Identify and engage with social media influencers or advocates who can help promote the organization's message to a broader audience.
6. **Event Promotion and Management:**
- **Event Publicity:** Promote key events, fundraisers, and community activities through press releases, media outreach, and social media campaigns to ensure broad public participation and support.
 - **Press Conferences and Media Briefings:** Organize press conferences, media briefings, and interviews with key spokespeople or subject matter experts to highlight important announcements and events.
 - **Event Coordination:** Collaborate with the events team to ensure media coverage and attendance at important organizational events, maximizing public visibility.
7. **Monitoring and Reporting:**
- **Media Monitoring:** Track and analyze media coverage to measure the effectiveness of public relations campaigns, compiling reports on coverage, reach, and public sentiment.
 - **Crisis Communication Response:** Monitor and report on any media or public response to crises or negative publicity, recommending and implementing communication strategies to mitigate damage.
 - **PR Metrics:** Provide regular reports to leadership on PR campaign performance, media impressions, and key outcomes, making recommendations for future campaigns.
-

Qualifications:

- **PR and Communications Expertise:** Strong understanding of public relations principles, with experience in media relations, press release writing, and campaign management.
 - **Media Savvy:** Knowledge of traditional media (newspapers, radio, TV) and digital media (blogs, podcasts, social media), with an understanding of how to secure coverage across both.
 - **Writing Skills:** Exceptional writing and editing skills with the ability to create clear, concise, and engaging content for different media platforms.
 - **Public Speaking:** Comfortable with public speaking and representing the organization in high-visibility situations, such as interviews and press events.
 - **Relationship Building:** Strong interpersonal skills, with the ability to build relationships with media professionals, community leaders, and key stakeholders.
 - **Organizational Skills:** Ability to handle multiple projects and deadlines, with strong attention to detail and effective time management.
 - **Crisis Management:** Experience in handling crisis communication and mitigating negative publicity is a plus.
-

Term of Service:

The Public Relations Officer position is typically part-time, depending on the organization's needs.

The Public Relations Officer plays a vital role in shaping the public image of the organization, ensuring that its message is clearly communicated to the public and media. Through strategic communication, media relations, and storytelling, the PRO helps to elevate the nonprofit's profile, build trust, and enhance its reputation.

Videographer Description

Position Title: Videographer

Reports To: Marketing Director, Communications Manager, or Creative Director

Time Commitment: Part-time, or Freelance (depending on the organization's needs)

Role Summary:

The Videographer is responsible for creating high-quality video content that aligns with the organization's mission, goals, and branding. This includes filming, editing, and producing a variety of videos for promotional campaigns, social media, fundraising efforts, events, and internal projects. The Videographer plays a key role in visual storytelling, helping to engage audiences and bring the organization's message to life through compelling video content.

Key Responsibilities:

1. **Video Production:**

- **Filming:** Plan, shoot, and direct video content for a range of purposes, including promotional videos, event recaps, interviews, social media content, and tutorials.

- **Editing:** Edit raw footage into polished, high-quality videos using video editing software (e.g., Adobe Premiere, Final Cut Pro, DaVinci Resolve), adding graphics, animations, sound, and effects as needed.
 - **Storytelling:** Collaborate with the marketing and communications team to develop a creative concept and script for video projects that align with the organization's messaging and goals.
2. **Project Planning and Coordination:**
- **Pre-Production:** Participate in pre-production activities such as location scouting, developing storyboards, preparing shot lists, and organizing shooting schedules.
 - **Coordination:** Work closely with team members, including producers, directors, designers, and other creatives, to ensure the video meets project requirements and deadlines.
 - **Interviews and Sound:** Set up and conduct interviews with key subjects or stakeholders and ensure high-quality audio recording for professional sound in all video productions.
3. **Post-Production:**
- **Editing and Post-Production:** Edit and assemble footage into a finished product, including cutting scenes, color correction, sound mixing, and adding titles, captions, and graphics.
 - **Revisions:** Collaborate with stakeholders to review and incorporate feedback during the editing process to finalize video projects.
 - **File Management:** Organize and maintain video footage, project files, and media libraries for future use and easy access.
4. **Content Development for Different Platforms:**
- **Social Media Content:** Create short, dynamic videos optimized for various social media platforms (e.g., Instagram, TikTok, YouTube, Facebook) with attention to different formats and audiences.
 - **Event and Campaign Videos:** Capture and produce video content that promotes events, campaigns, and key organizational milestones, ensuring the final product resonates with target audiences.
 - **Live Streaming:** Set up and operate video equipment for live-streamed events, ensuring high-quality video and audio for virtual audiences.
5. **Equipment Management:**
- **Camera Operation:** Operate professional video cameras, DSLR/mirrorless cameras, drones, and other video equipment to capture high-quality footage.
 - **Audio/Lighting Setup:** Set up professional lighting, audio equipment, and backdrops for on-location or studio shoots to ensure quality production.
 - **Equipment Maintenance:** Maintain and manage video production equipment, ensuring that cameras, lighting, and sound equipment are in good working condition and up to date.
6. **Collaboration and Feedback:**

- **Collaborate with Teams:** Work with internal teams (marketing, communications, and development) and external vendors as necessary to produce and deliver video content that aligns with organizational goals.
 - **Feedback and Revisions:** Accept constructive feedback from leadership, clients, or team members and incorporate changes into final edits.
 - **Cross-Department Support:** Assist various departments in video needs, including training videos, internal communications, or program documentation.
7. **Creativity and Innovation:**
- **Creative Input:** Stay up-to-date on the latest video trends, techniques, and tools to continually improve the quality and creativity of video content.
 - **Innovation:** Bring new ideas and approaches to storytelling through video to help the organization stand out and engage audiences in fresh, exciting ways.
-

Qualifications:

- **Technical Skills:** Proficiency with professional video cameras, editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve), audio equipment, and lighting setups.
 - **Video Editing Expertise:** Strong skills in post-production editing, including color correction, audio mixing, and graphic animations.
 - **Visual Storytelling:** Ability to creatively tell stories through video with a focus on narrative, pacing, and visual style.
 - **Project Management:** Experience managing multiple video projects from concept through completion, with excellent organizational skills and attention to detail.
 - **Creativity and Innovation:** Ability to think creatively and contribute new ideas for video content and production techniques.
 - **Problem-Solving:** Ability to troubleshoot technical issues related to filming and editing.
 - **Communication Skills:** Strong interpersonal and communication skills, with the ability to collaborate across teams and present ideas clearly.
-

Preferred Experience:

- **Videography:** Previous experience in videography for nonprofit, corporate, or media organizations.
 - **Graphic Design and Animation:** Basic knowledge of graphic design or motion graphics software (e.g., Adobe After Effects) is a plus.
 - **Social Media:** Familiarity with producing content tailored for social media platforms and video formats specific to online engagement.
-

Term of Service:

The Videographer position is typically part-time, or contract-based, depending on the organization's needs.

The Videographer plays a key role in capturing and sharing the nonprofit's impact through visual storytelling. Their work helps connect with donors, volunteers, program participants, and the broader public through engaging and emotionally resonant video content.

Job Title: Youth Peer Mentor

Organization: The Growth Center I, Inc.

Position Type: Internship/Part-Time

Job Summary

The Youth Peer Mentor supports the personal growth and development of young individuals by fostering a safe, supportive, and empowering environment. As a role model, the Peer Mentor helps youth build confidence, develop life skills, and achieve their goals through mentorship, workshops, and community engagement.

Key Responsibilities

- Build and maintain positive, supportive relationships with mentees.
- Facilitate one-on-one or group mentoring sessions to promote self-awareness, resilience, and goal-setting.
- Provide guidance and advice based on personal experiences and knowledge.
- Collaborate with program staff to plan and execute youth-focused workshops, events, and activities.
- Promote a safe, inclusive, and welcoming environment for all participants.
- Act as a liaison between youth participants and program staff, ensuring their voices are heard.
- Document and report on mentee progress, challenges, and successes.
- Stay informed about relevant resources, tools, and opportunities to support mentees' growth.

Qualifications

- Aged 18-24 (or as specified by the program).
- Previous experience working with youth or in a mentoring role is preferred but not required.
- Strong interpersonal and communication skills.
- Demonstrated ability to build trust and maintain confidentiality.
- Empathy, patience, and a genuine desire to help others succeed.
- Familiarity with issues affecting youth, including education, mental health, and community resources.
- Reliable, organized, and committed to the program's mission.

Benefits

- Opportunity to develop leadership, communication, and problem-solving skills.
- Hands-on experience in youth development and mentoring.

- A supportive team environment with opportunities for professional growth.
- Networking opportunities with professionals in the field.
- Certificate of completion or letter of recommendation upon successful completion of the program.

Schedule & Commitment

- Flexible schedule, with an expectation of [insert expected hours] per week.
- Must be available for mandatory training sessions and regular program activities.

How to Apply

To apply, please submit your resume and a brief cover letter explaining why you are interested in becoming a Youth Peer Mentor at The Growth Center I, Inc. Email your application to [insert email address] or apply online at [insert website link].

The Growth Center I, Inc. is committed to diversity, equity, and inclusion. We encourage individuals from all backgrounds to apply.

Job Title: Youth Peer Mentor

Organization: The Growth Center I, Inc.

Position Type: Internship/Part-Time

Job Summary

The Youth Peer Mentor supports the personal growth and development of young individuals by fostering a safe, supportive, and empowering environment. As a role model, the Peer Mentor helps youth build confidence, develop life skills, and achieve their goals through mentorship, workshops, and community engagement.

Key Responsibilities

- Build and maintain positive, supportive relationships with mentees.
- Facilitate one-on-one or group mentoring sessions to promote self-awareness, resilience, and goal-setting.
- Provide guidance and advice based on personal experiences and knowledge.
- Collaborate with program staff to plan and execute youth-focused workshops, events, and activities.
- Promote a safe, inclusive, and welcoming environment for all participants.
- Act as a liaison between youth participants and program staff, ensuring their voices are heard.
- Document and report on mentee progress, challenges, and successes.
- Stay informed about relevant resources, tools, and opportunities to support mentees' growth.

Qualifications

- Aged 18-24 (or as specified by the program).
- Previous experience working with youth or in a mentoring role is preferred but not required.
- Strong interpersonal and communication skills.
- Demonstrated ability to build trust and maintain confidentiality.
- Empathy, patience, and a genuine desire to help others succeed.
- Familiarity with issues affecting youth, including education, mental health, and community resources.
- Reliable, organized, and committed to the program's mission.

Benefits

- Opportunity to develop leadership, communication, and problem-solving skills.
- Hands-on experience in youth development and mentoring.

- A supportive team environment with opportunities for professional growth.
- Networking opportunities with professionals in the field.
- Certificate of completion or letter of recommendation upon successful completion of the program.

Schedule & Commitment

- Flexible schedule, with an expectation of [insert expected hours] per week.
- Must be available for mandatory training sessions and regular program activities.

How to Apply

To apply, please submit your resume and a brief cover letter explaining why you are interested in becoming a Youth Peer Mentor at The Growth Center I, Inc. Email your application to [insert email address] or apply online at [insert website link].

The Growth Center I, Inc. is committed to diversity, equity, and inclusion. We encourage individuals from all backgrounds to apply.

Job Title: Youth Events Planner
Organization: The Growth Center I, Inc.
Position Type: Internship/Part-Time

Job Summary

The Youth Events Planner is responsible for coordinating and executing youth-centered events and activities that align with The Growth Center I, Inc.'s mission of empowering and supporting young people. This role is ideal for individuals aged 16-24 with a passion for event planning, creativity, and community engagement.

Key Responsibilities

- Collaborate with program staff and youth participants to design and plan engaging events, workshops, and activities.
- Manage event logistics, including scheduling, venue coordination, and material preparation.
- Develop event timelines and ensure all aspects are executed efficiently.
- Assist in promoting events through social media, flyers, and other communication channels.
- Work within budget guidelines to organize cost-effective and impactful events.
- Support event setup, facilitation, and breakdown activities.
- Gather feedback from participants to improve future events.
- Build relationships with community partners, vendors, and other stakeholders to enhance event success.

Qualifications

- Aged 16-24 and passionate about youth engagement and event planning.
- Strong organizational and time-management skills.
- Creative thinker with the ability to design innovative and exciting events.
- Effective communication skills for working with diverse groups.
- Team-oriented and adaptable in dynamic environments.
- Basic knowledge of social media platforms for event promotion.
- Prior experience in event planning is a plus but not required.

Benefits

- Hands-on experience in event planning and project management.
- Opportunity to develop leadership, teamwork, and problem-solving skills.
- A platform to showcase creativity and contribute to youth development initiatives.
- Networking opportunities with professionals and community leaders.

- Certificate of completion or letter of recommendation upon successful completion of the program.

Schedule & Commitment

- Flexible schedule, with an expectation of [insert expected hours] per week.
- Must be available for mandatory training sessions and key event dates.

How to Apply

To apply, please submit your resume and a brief statement about your interest in event planning to [insert email address]. Alternatively, visit [insert website link] to complete an application online.

The Growth Center I, Inc. is committed to fostering an inclusive and supportive environment. We encourage applications from individuals of all backgrounds and experiences.

Job Title: Youth Media Specialist

Organization: The Growth Center I, Inc.

Position Type: Internship/Part-Time

Job Summary

The Youth Media Specialist is responsible for creating and managing engaging digital content to amplify The Growth Center I, Inc.'s mission and programs. This position is designed for youth aged 16-24 with a passion for storytelling, social media, photography, videography, and digital design. The Youth Media Specialist will work closely with the team to showcase the organization's impact and inspire community engagement.

Key Responsibilities

- Develop creative content, including photos, videos, graphics, and written posts for social media platforms, newsletters, and the website.
- Manage and update social media accounts to ensure consistent branding and messaging.
- Assist in planning and executing digital marketing campaigns to promote events and programs.
- Capture high-quality photos and videos of events, workshops, and activities.
- Edit videos and images using software tools to produce polished, professional content.
- Collaborate with team members to brainstorm new ideas for digital engagement.
- Monitor and analyze social media metrics to improve content strategy.

- Stay informed about digital trends and recommend innovative approaches for audience engagement.

Qualifications

- Aged 16-24 with a strong interest in digital media and content creation.
- Familiarity with social media platforms like Instagram, TikTok, Facebook, and YouTube.
- Basic knowledge of photography, videography, and editing tools (e.g., Canva, Adobe Creative Suite, or similar software).
- Creative thinker with a passion for storytelling and visual communication.
- Strong attention to detail and ability to meet deadlines.
- Team-oriented, proactive, and eager to learn new skills.
- Previous experience in media production or marketing is a plus but not required.

Benefits

- Gain hands-on experience in digital media production and marketing.
- Opportunity to build a professional portfolio showcasing creative work.
- Enhance skills in photography, videography, graphic design, and social media management.
- Work in a supportive and collaborative team environment.
- Networking opportunities with professionals in media and marketing industries.
- Certificate of completion or letter of recommendation upon successful completion of the program.

Schedule & Commitment

- Flexible schedule, with an expectation of [insert expected hours] per week.
- Must be available for key organizational events and media-related training sessions.

How to Apply

To apply, please submit your resume, along with any examples of your media work (e.g., photos, videos, or social media pages), to [insert email address]. Alternatively, visit [insert website link] to complete an application online.

The Growth Center I, Inc. is committed to fostering an inclusive and empowering environment. We encourage applications from individuals of all backgrounds and experiences.

Job Title: Youth Media Specialist

Organization: The Growth Center I, Inc.

Position Type: Part-Time (10-20 hours per week)

Job Summary

The Youth Media Specialist is a part-time position for individuals aged 16-24 with an interest in digital storytelling, social media, and content creation. This role provides hands-on, **on-the-job training** in photography, videography, graphic design, and digital marketing. The Youth Media Specialist will create engaging content that highlights The Growth Center I, Inc.'s programs, events, and mission, while building valuable skills for future career opportunities.

Key Responsibilities

- Participate in **on-the-job training sessions** to develop skills in photography, videography, editing, and digital marketing tools.
- Create and manage engaging content for social media platforms, newsletters, and the website.
- Assist with planning and executing digital marketing campaigns to promote events and programs.
- Capture high-quality photos and videos of organizational events, workshops, and activities.
- Edit photos and videos using tools such as Canva, Adobe Creative Suite, or other software.
- Collaborate with the team to brainstorm creative ideas for campaigns and digital storytelling.
- Monitor social media engagement and recommend strategies to enhance audience interaction.
- Stay updated on the latest trends in social media and digital marketing.

Qualifications

- Aged 16-24 with an interest in digital media, content creation, or marketing.
- Willingness to learn and participate in **on-the-job training** sessions.
- Familiarity with social media platforms like Instagram, TikTok, Facebook, and YouTube.
- Creative mindset and an interest in visual storytelling.
- Basic knowledge of photography, videography, or editing tools (preferred but not required).
- Strong organizational and time-management skills.
- Ability to work collaboratively and meet deadlines.

Benefits

- Hands-on **training in media production and digital marketing**.
- Opportunity to build a professional portfolio showcasing creative work.
- Gain real-world experience in social media management, graphic design, and content creation.
- Flexible part-time hours (10-20 hours per week) to accommodate school or other commitments.
- Networking opportunities with professionals in media, marketing, and related fields.
- Certificate of completion or letter of recommendation upon successful completion of the program.

Schedule & Commitment

- Part-time, 10-20 hours per week, with a flexible schedule.
- Must be available for **mandatory training sessions** and occasional key events.

How to Apply

To apply, please submit your resume, along with any examples of your media work (if available, e.g., photos, videos, or social media pages), to [insert email address]. Alternatively, visit [insert website link] to complete an application online.

The Growth Center I, Inc. is committed to fostering an inclusive, supportive, and empowering environment. We encourage applications from individuals of all backgrounds and experiences.

Job Title: Youth Artist (Dance, Visual Art, Poetry, or Music)

Organization: The Growth Center I, Inc.

Position Type: Part-Time (10-20 hours per week, flexible schedule; hours may vary during summer months)

Job Summary

The Youth Artist position is an opportunity for individuals aged 16-24 to showcase their creative talents while receiving **on-the-job training** in their specialized art form: dance, visual art (drawing and painting), poetry, or music. Youth Artists will use their creative skills to help other young people develop coping strategies and build self-confidence through artistic expression.

This part-time role offers flexible hours (10-20 per week) with additional opportunities for engagement during the summer months.

Key Responsibilities

- Participate in **on-the-job training** to enhance teaching techniques and expand knowledge of using art as a coping mechanism.
 - Lead or assist in workshops and activities for youth, teaching skills in your specialized area (dance, art, poetry, or music).
 - Design creative, age-appropriate sessions that promote emotional wellness, self-expression, and stress management.
 - Act as a mentor, encouraging youth to explore their artistic talents and use art as a tool for coping with challenges.
 - Collaborate with program staff to plan and implement art-based projects and events.
 - Maintain a safe, inclusive, and supportive learning environment for participants.
 - Assist with preparing and organizing materials and resources needed for sessions.
 - Document and evaluate participants' progress and provide feedback to program staff.
-

Qualifications

- Aged 16-24 with demonstrated skills or experience in one of the following areas:
 - **Dance:** Movement, choreography, or performance.
 - **Visual Art:** Drawing, painting, or other creative mediums.
 - **Poetry:** Writing, spoken word, or performance.
 - **Music:** Instrumental, vocal, or songwriting.
- Interest in using creative arts to promote mental health and emotional well-being.

- Willingness to learn and participate in **on-the-job training** sessions.
 - Strong communication skills and the ability to connect with youth.
 - Patience, empathy, and a passion for helping others through the arts.
 - Prior teaching, mentoring, or facilitation experience (preferred but not required).
-

Benefits

- Gain hands-on experience in teaching, mentoring, and youth development.
 - Receive **on-the-job training** in using the arts to promote mental health and wellness.
 - Opportunity to develop leadership, communication, and organizational skills.
 - Flexible part-time hours (10-20 hours per week) with additional summer opportunities.
 - Networking with professionals in the arts and youth development fields.
 - Build a portfolio of work and receive a certificate of completion or letter of recommendation.
-

Schedule & Commitment

- Part-time, 10-20 hours per week. Hours may increase during the summer months.
 - Must be available for mandatory training sessions and program events.
-

How to Apply

To apply, please submit your resume and a sample or portfolio of your creative work (e.g., artwork, dance performance video, poetry, or music recording) to [insert email address]. Alternatively, visit [insert website link] to complete an application online.

The Growth Center I, Inc. is committed to fostering an inclusive and empowering environment. We welcome applications from individuals of all backgrounds and experiences.

Job Title: Professional Artist Mentor

Organization: The Growth Center I, Inc.

Position Type: Part-Time

Job Summary

The Growth Center I, Inc. seeks a passionate and experienced Professional Artist Mentor to guide and inspire youth through the therapeutic power of the arts. In this role, the Mentor will use their expertise in a specific art form (e.g., visual art, dance, music, poetry) to help young people develop coping skills for managing stress, anxiety, depression, and life's challenges. The Mentor will design and lead engaging sessions, fostering emotional resilience and creative self-expression in a supportive environment.

Key Responsibilities

- Develop and lead art-based workshops and mentoring sessions for youth, focusing on building emotional resilience and coping skills.
 - Tailor activities to suit the needs, interests, and skill levels of participants.
 - Foster a safe and welcoming environment for youth to express themselves creatively.
 - Collaborate with program staff to align activities with the organization's goals of promoting mental wellness.
 - Provide one-on-one and group mentorship to help youth build confidence in their artistic abilities.
 - Use creative practices as tools to address stress, anxiety, and emotional challenges faced by participants.
 - Serve as a role model, demonstrating the value of persistence, creativity, and self-expression.
 - Document and evaluate program effectiveness, providing feedback to staff on participants' progress and engagement.
-

Qualifications

- Proven expertise in a specific artistic discipline, such as:
 - **Visual Art:** Drawing, painting, or other mediums.
 - **Dance:** Choreography, movement, or performance.
 - **Music:** Instrumental, vocal, or composition.
 - **Poetry/Writing:** Spoken word, creative writing, or performance.
- Experience mentoring or teaching youth, particularly in creative arts.

- Understanding of how art can be used as a therapeutic tool for managing stress, anxiety, and depression.
 - Strong communication and interpersonal skills, with the ability to build trust and connect with young people.
 - Patience, empathy, and a passion for helping others through the arts.
 - Ability to design and adapt creative activities for diverse groups of youth.
 - Previous experience working in mental health or youth development (preferred but not required).
-

Benefits

- Opportunity to make a meaningful impact on the lives of young people.
 - Work in a supportive and collaborative team environment.
 - Build professional experience in arts-based mentoring and youth development.
 - Flexible part-time hours to accommodate your schedule.
 - Networking opportunities with professionals in the arts and mental health fields.
-

Schedule & Commitment

- Part-time, flexible hours based on program needs and workshop schedules.
 - Must be available for key program events and regular mentoring sessions.
-

How to Apply

To apply, please submit your resume, a portfolio or examples of your work, and a brief cover letter explaining your experience in using art as a tool for emotional wellness to [insert email address]. Alternatively, visit [insert website link] to complete an application online.

The Growth Center I, Inc. is an equal opportunity employer committed to creating an inclusive and empowering environment for youth and mentors alike. We welcome applications from individuals of all backgrounds and experiences.