

Hello from the GMAT Mentors team!

We are currently recruiting for three volunteer positions (max 5 hours per week):

1. Social Media Manager
2. Operations & Relationship Manager
3. GRE Expansion Lead

Volunteer Opportunities Available!

Are you somebody who is passionate about business, technology, education, and the non-profit space? Are you interested in getting hands-on experience in these areas, while also giving back to those in need? If you answered “yes” to either of those questions, you should check out the new positions/opportunities we have available!

Who Are We?

GMAT Mentors is a volunteer-run organization that is committed to supporting those that are unable to access traditional GMAT study resources due to financial or situational limitations, and those from communities that are underrepresented in business. We do so by providing mentorship as well as resources to applicants accepted into our program, helping our mentees fulfill their dreams of higher education - all at no cost to them.

To date, we have helped more than 250 students from all around the world. This year has been a period of substantial growth for us, and as interest in our program continues to build, we are looking for more people to help with the cause.

What's In It For You?

Being a non-profit organization, all of these roles are strictly on a volunteering basis and might consume ~5 hours per week of your time on average. But from that time commitment, you will get:

- **The opportunity to join a rapidly growing organization** with dreams of making a major impact on the non-profit education space.
- **The chance to build relationships with people around the globe** - our organization is entirely remote, and has mentees, mentors, and management from more than 20 countries, many whom are attending top global business schools.
- **The ability to give back, and make a real impact** - the most important thing on this list. Our organization has helped people from a background of disadvantage reach their dreams and change their lives. It is a powerful feeling to know you are a part of that.

What Positions Are Available?

Please see the descriptions below for the roles we are recruiting for:

Social Media Manager:

We are looking for someone to take on the major role of managing our various social media accounts and platforms. Responsibilities include:

- **Regular activity on our social platforms** - communicating content, news, and other items relevant to our community via our Facebook, Instagram, Reddit, GMATClub, and other social media accounts.
- **Engaging with our mentees and mentors** - helping us to build our community from the ground up. This includes tasks such as managing our LinkedIn and Facebook groups, and assisting with our monthly newsletter.
- **Applying creativity and problem solving to grow our footprint** - as the SMM, your ideas and implementation for how we can expand from a social media and branding standpoint are imperative.

Operations & Relationship Manager:

Interested in getting hands-on non-profit experience? Get involved in our day-to-day operations through our Operations Manager role. Responsibilities include:

- **Mentee/mentor engagement and relationship tracking** - help us to develop and nurture our relationships. Specific to mentees, help to ensure every applicant is paired to the right mentor through application reviews and interviews. For mentors, help us manage their activity, feedback, and challenges, all while building meaningful relationships with business school aspirants from around the world.
- **Consulting on process improvements** - with the organization growing at the tremendous rate that it is, our processes currently lack the ability to scale. Help us solve that problem by understanding the needs of the organization, ultimately implementing change to get the right tools, people and resources on board to help you manage the overall operations.

GRE Expansion Lead:

Did you recently write the GRE and are looking to get involved in non-profit work? As our vision for the future broadens, we are looking to expand our mentorship program into the GRE space. Responsibilities include:

- **Establish a basic mentorship program for the GRE** - using the blueprint of our current GMAT operations, build an independent mentoring program for applicants that wish to write the GRE. You will have the support of our entire GMAT Mentors team to give you the right tools and resources to make this happen.
- **Manage ongoing mentee/mentor relationships** - Lead efforts to review mentee/mentor applicant profiles, match the right mentees to the right mentors, and track the ongoing mentoring relationships. Additional GRE focused team members will be brought on to support this effort after launch. In partnership with the operations manager, manage relationships effectively to ensure that all parties have a positive experience.
- **GRE-specific resource development** - Referencing our GMAT resources, build out a base of content that mentees can reference throughout their studies. Writing articles, guides, or even starting your own podcast.

*Please note these are volunteer positions with an average time commitment of 5 hours/week. We offer no remunerations.

Interested? Please send us a copy of your resume along with your position(s) of interest to our email at: support@GMATMentors.com. Thanks!

Sincerely,

The GMAT Mentors Team