

**Spokane Mama**

**Board Member – Ambassadors & Volunteers Lead - Job Description**

Length of Term: 2 years

Reports to: Board of Directors & President

Time Commitment: 4 hours per week (minimum)

**The Ambassadors & Volunteers Lead** serves as a member of the Board of Directors with both advisory, operational duties, and administrative positions. The Ambassadors & Volunteers Team helps enhance Spokane Mama’s outreach to the community by hosting regular recurring events and meetups. They work closely with the board to ensure all goals are being met.

The Board of Directors is responsible for all activities of the organization. The board as a whole:

∙ Determines how the organization will achieve its mission

∙ Establishes policies and practices for the effective management of the organization

∙ Recruits and develops new board members/volunteers alongside the rest of the board

∙ Evaluates the overall performance of the organization in achieving the mission

∙ Takes notice of community trends and ensures the organization is adapting to the needs of the community

**Board Member – Ambassadors & Volunteers Lead Expectations**

* Oversees the management and administration of the ambassador and volunteer teams
* Recruits mamas to our volunteer and ambassador teams to serve our mission in the community, and meet specific recruitment goals
* Coordinates directly with ambassadors and volunteers and delegates tasks to them, ensures there are 2 hosts minimum assigned to each event, more if needed
* Delivers any training or onboarding needed
* Leverages technology and social media where possible to improve promotion of activities and events, work with marketing to carry out those goals
* Develops and curates engaging events for the community to attend at low to no cost
* Attends events and works with the executive and social media coordinator for promotion
* Seeks out opportunities for volunteering
* Manages a cohesive schedule of events for volunteers and ambassadors
* Attends and reports to all board meetings
* Collaborates with other organizations and groups within the community to build partnerships and enhance networking activities for mamas

**General Board Responsibilities**

* Networks with other nonprofits, businesses, and individuals to support the overall mission
* Seeks opportunities for collaboration, brings creative ideas to the board to further the mission and raise funds
* Identifies community needs and works to fulfill those needs
* Understands and actively promotes Spokane Mama’s mission in everyday life
* Familiar with Spokane Mama’s offerings, events and outreach
* Promotes opportunities, events and Spokane Mama’s overall mission through the use of social media
* Hosts/co-hosts or attends at least 60% of Spokane Mama events
* Attends and coordinates the annual/biannual Expo alongside the rest of the board
* Contributes personally to the Spokane Mama Social Media Community
* Demonstrates commitment through financial support of Spokane Mama
* Avoids self-promotion through the organization that may lead to conflict of interest

**Knowledge, Skills & Abilities**

* Management experience required
* Able to commit the amount of time required to successfully fulfill the role
* High School Diploma or GED, some level of secondary education preferred
* Nonprofit experience preferred
* Proficient in computer applications Google Drive, Facebook & Instagram, Wix
* Self-motivated in an environment with no supervision and an ability to multitask
* Excellent communication skills with a passion for community, connection and engagement
* Trustworthy, honest, transparent
* Must have a vehicle and be able to transport materials within the city of Spokane