

## **SPEAK MENTORSHIP (SPEAK) JOB DESCRIPTION**

**Job Title:** Speaker Series Administrator

**Job Location:** Flexible/Remote

**Immediate Supervisor:** Executive Director

**Employees Supervised:** Not applicable

**Pay rate:** Volunteer

**Work hours:** Part-time; up to 5 hours per week; September to June

**Prepared By:** Executive Director

**Approval:** Hetal Jani

**Date Approved:** August 2018 Executive Director

### **General Description/Position Summary**

Speaker Series Administrator (SSA) is integral to the operations of our Speaker Series program. The position of SSA ensures all effective communication and coordination of the Speaker Series program. The SSA ensures the organization is meeting its Speaker Series programming goals, and developing and leveraging the Speaker Series program in other areas of the organization. The SSA will engage all speakers in the cohort, ensuring speakers are informed of all events, prepared for their individual events, and provided with accurate and timely assistance and information. The SSA must be a self-starter, self-motivated, highly effective communicator, and contributor to the larger organizational goals.

### **Duties and Responsibilities**

- Assumes proactive role in successful administering Speaker Series
- Ensures Speaker Series is delivered with high quality and constantly looks to improve program coordination for the best results
- Takes lead on identifying and recruiting speakers to be admitted to future cohorts and/or events
- Responds in a professional manner to organization emails and phone calls
- Provides logistical support, sometimes taking lead, for conferences, panel events, and other special events
- Assists in communications of all events across channels
- Program evaluation and reporting
- Attends to speakers needs for and feedback on Speaker Series program, conducting necessary follow-up for enhanced member experience
- Ensures technology platforms and tools are serving the program well and is extremely knowledgeable and the go to person for related technology platforms, taking it upon oneself to identify and go through any training
- Maintain an accurate and up-to-date speaker database
- Maintain organized system for retaining documents and information
- Engage in all other programs of SPEAK Mentorship
- Actively promote SPEAK at all times through development of interpersonal relationships, relationships with community organizations, and through social media

## **Required Qualifications**

The successful candidate will be extremely passionate about the SPEAK Mentorship mission, be committed to the organizations short-term and long-term goals, and will fulfill all responsibilities with the highest level of honesty, commitment, dedication, and integrity.

- Pursuing or have completed a higher education degree
- Effective and warm communicator and highly organized and efficient
- Proficient in using different technologies and platforms, or able to learn quickly
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive peer group
- Ability to assess and adapt to changing priorities, and take initiative in a fast paced start-up environment
- Problem solving, flexibility, and optimistic approach to overcoming obstacles
- Adoption and strong adherence to organizational values
- Excellent verbal, written, and editing skills with an exceptional attention to detail
- Highly skilled at developing interpersonal relationships with individuals of different ages at various stages of their lives and having varying levels involvement with the organization
- Friendly and approachable demeanor and ability to speak and represent the organization at all times
- Comfort and ability to work with remote colleagues
- Personal qualities of integrity, credibility, and a commitment to and passion for SPEAK Mentorship's mission
- Knowledge of and commitment to serving American citizen girls of immigrant or first-generation backgrounds, and advocating for their development as they pursue knowledge of careers before transitioning from high school to college
- Demonstrated ability to maintain confidentiality in all matters and a strong sense of ethical conduct that will inspire confidence.
- Ability to work a flexible schedule including occasional weekends, evenings, and holidays as needed.

## **Performance Standards**

- Performs functions with attention to detail, appropriateness, and accuracy.
- Meets deadlines and commitments.
- Prioritizes and accomplishes multiple tasks within time constraints.
- Demonstrates initiative and creativity to anticipate and solve problems.
- Demonstrates effective working relationships with whole SPEAK Mentorship team and stakeholders.
- Proposing and reaching short term goals to keep the organization progressing, while also establishing long term goals aligned with long term vision.
- Flexible and collaborative approach to work, working within defined role and opening lines of communication with all individuals for a healthy organizational culture.
- Being an upstanding citizen of the organization by conscientiously advancing organizational culture.

## **Working Conditions**

Work performed in an office setting while sitting at a computer screen for extended periods. Periodic travel to scope prospective event locations. May lift, move and carry objects from 20 to 40 pounds, such as boxes containing fundraising event items such as promotional material. Crouching, bending, kneeling and reaching when filing. Work outside normal working hours and occasional out of town travel and driving vehicle for various projects as needed.

*This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. SPEAK Mentorship has the right to revise this job description at any time. The job description is not a contract for employment.*

*SPEAK Mentorship Inc. is an EEO*