



## Strategic Teams Position Descriptions

### Executive Team

The Executive Team is comprised of board members that maintain the rooted consciousness, in an advisory function, to ensure the organization's purpose, procedures and performance remain within scope of the Founder's vision.

#### **Board Members**

##### **Chair**

Provides operational guidance and innovation for the organization to achieve mission objectives

##### **Vice Chair**

Provides supportive operational guidance and innovation for the organization to achieve mission objectives

##### **Secretary**

Records details of board meetings and communicates Executive Team reports to Operations Director for dissemination to teams.

##### **Treasurer**

Provides insights on organization's performance and financial position.

##### **Emotional Intelligence Advocate**

Provides spiritual and scientific updates on indicators of change.

### Administrative Team

#### **Operations Director**

Positions Available: 1

Duties include: Recruitment and management of staff for effective implementation of operations manual. Design and management of Information Technology (IT) Systems and Program Performance Report.

#### **Resource Coordinator**

Positions Available: 2

Duties include: Perform grant writing, sponsorship package compilation and promotions along with innovative revenue generation methods. Compose funding projections for proposed program budgets. Provide on-demand Finance Management Report for Executive Board review when requested.



## Strategic Teams Position Descriptions

### **Event Coordinator**

Positions Available: 2

Duties include: Establish event session locations, compose proposed Event Activity Plan with submission to Event Facilitator for collaborative planning and budgeting, conduct Event Session follow-ups with location host, provide Event Activity Outcome Measurement Reports.

### **Event Facilitator**

Positions Available: 4

Duties include: Supportive planning of proposed Event Activity Plan; manage event setup, session activities, wrap-up, and delivery of session material to Operations Admin Support.

### **Event Staff**

Positions Available: Per Event Size

Duties include: Providing service delivery action steps to implement Event Activity Plan, event set-up and wrap-up ; interact with audience to encourage participation.

### **Admin Support I**

Positions Available: 1

Provides clerical support for document typing, appointment scheduling, intra-organization data entry, along with general office communications.

### **Mobile Admin Support**

Positions Available: 1

Provides data entry of Event Data Collection Material, assembly and availability of Handout Material along with general administrative support for event activity implementation.

### **Team Reporting Required**

Proposed Event Activity Plans  
Approved Event Activity Plans  
Program Performance (Monitoring and Evaluations with Participation Stats)  
Finance Management  
Event Activity Outcome Measurement (Analyzed participant data collected)



## Strategic Teams Position Descriptions

### **Support Team**

Skilled Independent Contractors will delivery team duties listed below:

Caterer

Journalist

Photographer

Chronologist

**\*To be added** to presentation and other documents

Biography Writer

Community Advocate

Activity Mentor

Care Provider

#### **Team Reporting Required**

Event Performance - Feedback Report

### **Sponsor Team**

Contributions that support MOMAU events and services receive recognition and promotion of chosen entity or product.

Individual Donor

Small Business Donor

Cooperative Trust Donors

Corporate Philanthropy

Foundation Grants

Government Grants

#### **Team Reporting Required**

Event Recognition - Feedback Report



## Strategic Teams Position Descriptions

### **Professional Resource Team**

Professionals willing to share their expertise receive paid client referrals.

Sociologist  
Psychologist  
Physical Therapist  
Spiritual Therapist  
Family Therapist  
Police Precincts  
Financial Planners

#### **Team Reporting Required**

Event Referral - Feedback Report

### **Volunteer Team**

Volunteers have the opportunity to gain experience in the social dynamics of communities served

University/Colleges  
Government Entities  
Corporate Groups  
Religious Entity  
Research Groups  
Social Clubs

#### **Team Reporting Required**

Volunteering Opportunity - Feedback Report