Vacant volunteering or internship positions

Established in 2016, Ngoma y' Africa Cultural Center (NACC) is a private, nonprofit organization under Section 501(c)3 of the IRS Code and aims to create a safe environment where different cultures come together and participate in activities that will create a support network for African descents from Utah and around the world, understand others, and build a broader global community.

TO APPLY
Email resume and cover letter to ngomayafricaculturalcenter@gmail.com.
Applications may be submitted until the position is filled.

GRANT WRITER (2 hours per week - PAID $20/h)

Position General Description

We are looking for a well-organized, self-motivated, reliable and experienced person to join their fundraising and grant writing team and work with the Board Chair to locate and write grant proposals to secure funding for expansion and program development.

The Grant writer would also be responsible for creating a calendar of available grants and deadlines for the upcoming year. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Environmental Organization.

Minimum Qualifications

- Previous grant writing experience is preferred but not required
- Candidate must demonstrate excellent writing and research skills
- A background in sustainability is preferred
- Proficient in basic computer programs: MS Office

Skills

- Strong communication, writing, and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems

Education: Min. Bachelors Degree or equivalent experience

- Must have good English reading and writing skills, strong communication and organizational skills, knowledge of computers and records management

MARKETING DIRECTOR (2 hours per week - PAID $20/h)

Position General Description
We are looking for a well-organized, self-motivated, reliable and experienced Marketing person to:
a. Collaborate with the Executive Director and the Board of Directors to develop communications and social media strategies that will broaden programmatic reach and deepen impact.
c. Develop and refine NACC "core" image/branding and messages on social media to ensure organizational consistency and collaborate with the Marketing Director.
b. Manage the website and advertise for upcoming events including on social media.
c. Serve as executive editor for the organization's website.
d. Assume other duties as the Board Chair designates.

Minimum Qualifications

- Previous experience in Marketing and social media management
- Interpersonal and communication skills
- Proficient in the following programs: Facebook, Twitter, Instagram, LinkedIn
- Interest in the organization's core mission: "*to preserve and increase understanding of African cultures through the arts such as storytelling, languages, music, dance, and other educational experiences.*"

Skills

- Strong communication and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems

Education: Min. Associates Degree or equivalent experience

PUBLIC RELATIONS DIRECTOR (2-5 hours per week - VOLUNTEER)

Position General Description
We are looking for a well-organized, self-motivated, reliable and experienced Public Relations person with a strong interest in the organization's core mission: "*To educate the community about African cultures through the Arts such as storytelling, languages, music, dance, and to create a support network for African descent families in Utah.*"
This position reports to the Executive Director.

Roles and responsibilities

- Develop and refine NACC "core" messages to ensure organizational consistency and to perfect a vision statement defining the purposes and philosophy of the organization.
- Plans effective use of media through press releases and participation in community activities.
- Manages volunteers and organizes activities to recruit new volunteers and events designed to reward faithful volunteers.
- Be the spokesperson during performances, events, and public appearances.
- Work with the CEO and community to facilitate service opportunities.
- Maintain a list of organization' external contacts and communicate monthly with them.
- Collaborate with the CEO and Director of Programs on social media strategies.
- Uses PR technology tools to monitor and report on news related to the organization and its mission including social media tools
- Stays current with the latest local, national and international efforts and public policies related to the organization
- Reports on PR effort outcomes, such as number of on-air appearances, number of pitches made, number of articles written, etc.
- Manages social media and Ubuntu series podcast and reports on outcomes
- Work with the CEO and other leadership to ensure they are articulating the mission and have the latest information about topics at hand. May also coordinate their on-air appearances and write speeches for them.
- Assume other duties as the Chair designates.

Minimum Qualifications

- Previous experience in Marketing and/or Social Media Management
- Ability to communicate persuasively, both orally and in writing.
- Good judgment, creativity and an enthusiastic attitude.
- Ability to establish and maintain effective personal relationships.

Skills

- Strong communication and organizational skills
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems
- Must have good English reading and writing skills, strong communication and organizational skills, knowledge of computers and records management

Education: Min. Bachelor Degree or equivalent experience

DEVELOPMENT DIRECTOR (5-8 hours per week - VOLUNTEER)

Position General Description

We are looking for a dynamic Director of Development to elevate both the awareness for the organization and strengthen community support. The individual will lead efforts to design and implement a comprehensive fundraising strategy with a focus on expanding awareness in the community and building support amongst individual donors, especially major gift prospects. This position reports to the Executive Director.

Roles and responsibilities

- Develop the strategy and operational capacity of the organization.
- Help create a culture of philanthropy amongst staff and Board.
- Create and implement an annual strategic fundraising plan that supports the vision of the organization and is responsive to various funding sources.
- Develop an annual list of prospects and generate expected revenue for annual budgeting.
- Provide leadership for planning, creating, and executing all fundraising activities including an annual campaign; foundation grants; corporate giving; major donor

identification, cultivation, solicitation, acknowledgement, and stewardship; and special events.
- Prioritize major gifts and lead the CEO and Board in major donor activities.
- Provide fundraising leadership to the Board of Directors, including attending Board meetings, facilitating Board training, identifying prospective donors and managing Board giving.
- Oversee all organization strategy and implementation including organization relations and private grant writing.
- Oversee all fundraising-related event planning and execution.
- Manage and develop grant-writing functions

Minimum Qualifications

- Previous experience in Fundraising and Nonprofit Resources Development
- Ability to communicate persuasively, both orally and in writing.
- Experience with Canva or other print/online media development software preferred