**DelftMaMa Job Description: Chairperson Support Executive**

**Job Title:** Chairperson Support Executive – Board- (currently) un-paid

**Job Location:** Delft, and surrounding area

**Full / Part Time:** Part-Time (4-8 hrs/week)

**Regular / Temporary:** Regular

**Closing Date:** Rolling applications accepted

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**About DelftMaMa**

DelftMaMa stands for Delft Maternity And Motherhood Assistance. It is a non-profit organization promoting the well-being and integration of international mothers-to-be and mothers of young children (0-12 years old) in and around Delft, The Netherlands.

DelftMaMa is an organization for international families in Delft and the surrounding areas that has coordinated over a decade worth of events, workshops, playgroups, and meet-ups in Delft. Founded in 2007, DelftMaMa reaches thousands and offers information, support, community and events through a strong and constantly evolving network of kind, devoted and active members who are working toward inclusion and want to make Delft their own and their families’ new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

**Position Summary**

We are looking for someone who can support the Chairperson to coordinate our volunteers and report to the Board members. Delft MaMa currently has 60+ volunteers, with differing levels of commitment. We need a great communicator and organizer to support our Chairperson and the organization in different aspects, taking the lead on all the administration of the organization,

**Job Duties & Responsibilities**

* Support the Chairperson to develop and execute a plan for the organization in the coming years
* Put in place and execute metrics to monitor and track progress
* Manage weekly and monthly tasks as per planning
* Host quarterly meeting with the Board and the Volunteers
* Ensuring meetings are effectively organized and minuted.
* Maintaining effective records and administration.
* Communication and correspondence

**Requirements**

* You are energetic, a creative thinker and ready for a challenge in supporting our Chairperson and the Board
* You have good interpersonal and organizational skills/planning skills along with great communication skills.
* You have experience with project management, communication non-profits etc - relevant experiences will be considered an asset.
* You are keen to contribute positively to the community via position close to the Board, and committed to pursuing the best interests of the organization.
* You are respectful and possess cultural awareness and sensitivity. You are moreover compassionate, enthusiastic, proactive and pragmatic, and capable of problem solving with diplomacy.

**So what’s in it for me?**

Although there’s currently no financial benefit associated with taking on the extra responsibility of being a ***Chairperson Support Executive***, there are some tangible benefits:

* Skill up interpersonal and related communication skills
* Skill up your project managing skills with a continuous improvement attitude
* Be in touch with the whole organization
* Be recognized as a “go-to” person
* We are supporting putting this volunteer position on your LinkedIn profile, and you will get an excellent recommendation after a 3-month trial period.

**Thank you for your application.** Please email your CV and cover letter to [hr@delftmama.nl](mailto:hr@delftmama.nl)