

# Master-Pieced Inc

## Volunteer Opportunities

All positions are a minimum 3-month commitment unless noted otherwise.

### Virtual Assistant (Time-Commitment: Medium)

Handles all the daily administration that has to be completed in a timely manner. Respond to inquiries to organization's general mailbox. Organizes face-to-face or virtual meetings, group meetings, anniversaries, and special events. Manages board/event calendar to help leaders become more productive and prioritize the right tasks. Creates and schedules email marketing campaigns to help spread the word about Master-Pieced's cause.

Back-office tasks: Manage and respond to emails. Manage a master calendar. Schedule meetings and appointments. Take meeting minutes and manage action items. Create/correct documents. Performs light bookkeeping. Manages database/contacts. Research suppliers and buying alternative

Event and virtual event support: Documents and tracks action items. Research vendors. Manages invitations/RSVPs. Keep records & issue receipts. Manages event technology. Makes post-event acknowledgements

Liaising and coordination: Support committee work. Attends meetings (virtually). Assists in board engagement activities. Liaise with other nonprofits. Develop process documents.

Fundraising support: Assists in drafting solicitation letters. Manages email campaigns. Supports donor engagement activities. Maintains donor/sponsor database. Organizes/supports events.

## Social Media Manager (Time-Commitment: Medium)

Implements organization's social media strategy, developing brand awareness, generating inbound traffic and encouraging brand adoption.

Leads in the creation and publishing of content and maintains relationships with user communities on multiple platforms

Reports on the process of applying various social media tactics using a variety of digital analytics and media tracking tools

Collaborates with internal marketing and public relations teams to support their respective missions, ensuring consistency in voice and cultivating an engaged social media community. Coordinates social media handles such as Facebook Page, Group, YouTube Channel, Twitter, Instagram etc.

- Manage and update the editorial calendar to reflect Master-Pieced's marketing strategy and communications priorities
- Create, post, and share high-quality, compelling, and relevant content about Master-Pieced's, and mission-related news via social media channels, especially Instagram, Twitter, and Facebook
- Develop creative and innovative media (such as graphics and videos) to promote events, campaigns, and programs
- Design social media toolkits to engage users in amplifying our programs and campaigns
- Monitor social media accounts and interact with users
- Collect and review data to gauge and/or improve the effectiveness of social media strategies
- Research and evaluate paid digital media opportunities to increase the visibility of Master-Pieced's programs and campaigns
- Stay informed of the social media space and emerging content trends, monitoring for conversations, activities, and developments that may serve as opportunities for Master-Pieced.

Lead the ideation and implementation of other social media strategies to help Master-Pieced achieve our goals

### **A LinkedIn Profile Reviewer (Time-Commitment: Low)**

Versatile and very familiar with LinkedIn and know how to use it to its optimal potential. Must be able to review LinkedIn profiles for assigned individuals. Works one-on-one with job seekers to create a stellar LinkedIn profile, optimize on LinkedIn features, or teach them how to search for the right job or connection.

### **Informational/Mock Interviewer (Time-Commitment: Low)**

Conducts informational interviews over the phone, computer, or in-person, to help job seekers understand the intricacies of pursuing a career within a given industry sector or company in the U.S. They also conduct mock interviews with job seekers, either in on-site events, virtually, or one-on-one.

### **Employer Connector (Time-Commitment: Low)**

Master-Pieced Inc is looking for opportunities to partner with various business leaders and hiring managers to co-create volunteer events, employment opportunities, apprenticeships, internships, and job shadowing positions. In this role, you will collaborate with Master-Pieced Inc. to create opportunities with different companies or network to link talented job seekers into the American workforce.

### **Fundraising Ambassador (Time-Commitment: Low)**

Philanthropy and goodwill is a crucial driver of our work and helps us build community. We are looking for volunteers who are open to making warm introductions to individuals and/or foundations interested in this work and helping to fundraise for events and crucial campaigns.

## Career Mentor/Coach (Time-Commitment: Medium/High)

Assist with coaching assigned individuals throughout their job search journey firsthand. You and your mentee will meet at least once a week for the next 2-3 months.

As a mentor, you will help create a career plan, practice networking, prepare for interviews, research industry-specific information, and provide ongoing job search support.

At 3 months you, your mentee, and an FitInUS job coach will meet to discuss next steps.

Industries available for coaching are:

- Human Resources
- Legal
- Nonprofit
- Writing / Editing / PR / Journalist
- Health Sciences
- Nursing and many more.

A mentor-mentee pairing requires work, commitment, and follow-through on both sides to succeed. We are excited to provide this valuable service to our community.

As a mentee, here are some things to do to receive this critical support.

Expectations of the volunteer-mentor relationship:

- Be a strong communicator by providing helpful feedback
- Provide positive encouragement and patience
- Avoid jargon, acronyms and buzzwords
- Be prepared for each meeting
- You and the mentee should both know the topic you'll be discussing beforehand
- Open yourself to new perspectives and be willing to offer new perspectives
- Must be able to expose your mentee to opportunities/network and increase visibility
- Ability and willingness to communicate what you know e.g. professional lessons learned and job search strategies

## **Pro Bono Services (Time-Commitment: Low/Medium)**

Do you have expertise that can support our mission? We would love to discuss current projects around capacity building, outreach, development and other core areas of work. Professional pro-bono services are always welcome. Our most common areas in need are legal, finance, graphic design/videography, interpretation/translation services, etc.

## **Networking Coach (Time-Commitment: Low)**

Assists with network and feels comfortable to further champion job seekers in their networking skills. Volunteers will meet with job seekers and help them develop their networking skills by understanding the challenges they face and providing them support to improve their networking skills and develop deeper confidence in building professional relationships.

## **Volunteer Coordinator (Time-Commitment: Medium)**

Assists in the development of volunteering onboarding processes. This individual would also coordinate the weekly volunteers and their duties. The ideal candidate will be looking to grow and expand their skill set while working within a well-known community based non-profit organization. Responsibilities: Develop volunteer onboarding processes. Coordinate the weekly duties of volunteers. Additional tasks pertinent to the everyday operations of the organization. Qualifications: Outstanding customer service, communication, and organization skills

## Grant Writing Support

Motivated, self-directed, individual to assist in finding and securing grants. The ideal candidate will be looking to grow and expand their skill set. Responsibilities: Locate potential grants and assist in securing them for the organization. Additional tasks pertinent to the everyday operations of the organization. Qualifications: Ability to write professionally and self-direct research.

**If you have any questions about any of the positions, or would like to apply to volunteer: Visit our website at: [master-pieced.org](http://master-pieced.org)  
Email: [info@master-pieced.org](mailto:info@master-pieced.org)**



Master-Pieced Inc. is a non-profit organization that builds community by empowering and educating immigrants and minorities (BIPOC) and connecting them to the right resources, mentors and sponsors that will help them on their journey in the USA.