

The Black MasterMind Group Charitable Foundation

Admin Support/Event Planner

Description

The Black MasterMind Group Charitable Foundation is a recognized 501c3 grant funded organization created to educate, train, coach, mentor and develop the black entrepreneurial community to start/(re-start), stabilize, sustain, and scale their businesses. Addressing the disparity in the black entrepreneur's ability to access capital. Consequently, resulting in a higher business closure rate than any other ethnic group. This is a part time independent contractor position with a minimum of 22 hrs. to a maximum of 24 hrs. a month. Compensation based on grant guidelines.

As the Administrative Support and Event Planner you will serve as a single point of contact for the local Black MasterMind Affiliate Groups marketing activities. You will be the point of contact for community organizations, government entities, media, and industry partners to increase nationwide awareness, resources, and data to combat the high business closure rate of the Black Entrepreneurial Community.

Job responsibilities

Provide administrative support to the Executive Director and the Assistant Director. Oversee the day-to-day administrative task of the Affiliate Group. Maintain a database of leaders, members, trainers, and coaches. Answer inquiries via phone and email. Prepare monthly reports.

Coordinates monthly meetings including site identification. Communicates with the Marketing Director on location, event topic, and speaker selection. Prepares agendas for all meetings. Send email communications New Member welcome letters, documenting members engage with members and leaders on events and activities of The Black MasterMind Affiliate Group.

Maintain office supplies, inventory, and submit supply request requisitions. Prepare and submit invoices for payment for Affiliate Group activities in alignment with The National Black MasterMind Group initiatives to increase membership, promote, and advance the events and activities that foster a strong black entrepreneurial community. Assist the organization to achieve its goals and mission to educate, train, coach, mentor and develop as many black entrepreneurs as possible to create sustainable business models in the community.

Qualification

A current or former Black Entrepreneur. 3-5 years of Entrepreneurial experience and a proven track record of event planning skills a must.

An inspiring and inclusive leadership style with a track record of executing duties and assigned task to build, strengthen, and retain the local affiliate group membership. Ability to plan, organize, prioritize, and coordinate multiple projects. Excellent oral and written communications skills, with strong interpersonal skills. Ability to maintain confidential information.

Updated 11/21. TBMMG National Office.

Impeccable integrity and moral character, supporting the mission, philosophy, policies, procedures, and ideals of The Black MasterMind Group Charitable Foundation.