

Help Wanted: GNB Allies for Health and Wellness Coordinator



The Coordinator of Greater New Bedford Allies for Health and Wellness, Inc. (“GNB Allies”) reports to the chairperson of the governing body of the organization (“the Steering Committee”). The primary responsibilities of the Coordinator include meeting planning/logistics, communication, and recordkeeping services as outlined below.

Planning/Meeting Logistics. The Coordinator:

1. assists with planning general and Steering Committee meetings, including recruiting and scheduling speakers, providing meeting set-up, coordinating logistics, and developing agendas;
2. attends all general and Steering Committee meetings;
3. sends meeting reminders to Steering Committee;
4. assists in planning special events; and
5. provides ongoing support to GNB Allies officers, as needed.

Communication. The Coordinator:

1. serves as the initial point of contact for Greater New Bedford Allies for the website, email, and newsletters;
2. makes phone calls, writes letters, and conducts other correspondence activities as needed;
3. disseminates information to the GNB Allies membership, and assists in maintaining GNB Allies internet/social media presence; and
4. reads all correspondence and forwards as needed to officers, Steering Committee members, and general

membership

Recordkeeping. The Coordinator:

1. takes minutes during meetings and distributes to members within 1 week following meetings;
2. ensures availability of past meeting minutes and votes at all Steering Committee and general membership meetings;
3. maintains and regularly updates membership roster, website, and contact lists;
4. gathers information from Steering Committee members in order to write the annual report for review and approval by the Steering Committee; and
5. electronically backs up all relevant communications and records, and provides electronic copies of same to the chair.

In addition, the Coordinator complies with the Greater New Bedford Allies Bylaws, adheres to the GNB Allies Steering Committee Bill of Rights, and completes additional tasks as needed and agreed upon by the Steering Committee.

Please Reply to GNBResume@gmail.com by Friday, September 5, 2014.

***Maximum of 30 hours/month @ \$25.00/hour.** GNB Allies does not maintain an office; coordinator will perform substantial work at home or in other appropriate setting. Most of the required work will be in support of meetings occurring in the Greater New Bedford area. Hired person will be ineligible for employee benefits and be responsible for any and all taxes owed on payments received from GNB Allies.