



## 2010 VOLUNTEER POSTINGS

[www.emergeglobal.org](http://www.emergeglobal.org)

Emerge Global is a Boston-based non-profit that aims to empower young women who have survived abuse and sexual violence to rediscover and celebrate their personal sense of beauty, develop their self-sufficiency, and become leaders in their own communities. EmERGE Global works with the EmERGE Lanka Foundation, its sister organization, to implement programs in Sri Lanka. EmERGE Global's current program, the EmERGE Bead Program, enables Sri Lankan girls who have survived abuse to become entrepreneurial jewelry designers through a comprehensive curriculum that emphasizes personal discovery, leadership, and business knowledge, while simultaneously generating savings for their futures. Design and entrepreneurship are combined as a mechanism to develop confidence, teach life skills, and strengthen the community's capacity to effect change.

Emerge Global is currently recruiting highly motivated, creative, and passionate individuals to fill positions in our team. If interested in a position described below, please send your resume, cover letter, and a volunteer application form to: [opportunities@emergeglobal.org](mailto:opportunities@emergeglobal.org)

### DEADLINES:

#### **Emerge Global Officer Positions**

Friday, February 19<sup>th</sup> at 9pm EST

#### **Sri Lanka Summer Volunteer Positions**

Friday, March 12<sup>th</sup> at 9pm EST

## EMERGE GLOBAL OFFICER POSITIONS

### **Operations Director**

**Date:** 2/1/2010

**Closing:** Friday, February 19<sup>th</sup>, 9pm EST

**Location:** flexible

**Start Date:** Immediately

**Term:** One year

**Time Commitment:** 10-15 hours/week

**Compensation:** This is a volunteer position

The Operations Director position is a great opportunity for a creative and business savvy individual to build a scalable model for engaging the public in empowering young women through their purchasing choices. Individuals applying for this position should believe in EmERGE Global's mission and one-of-a-kind products and be ready to take our sales strategy to the next level. He/she should be analytical, confident in their abilities, and a bold and natural networker. He/she should also feel confident managing other volunteers and delegating responsibilities, as he/she will oversee the Sales and Administrative Officer and Design Officer roles.

Responsibilities include, though are not limited to:

- Make strategic decisions on EmERGE Global's international operations (excluding programming), including sales and marketing, product development, and general outreach
- Develop and document any operational procedures that will ensure EmERGE Global's operational success

- Orient, supervise, and support all volunteers working under the Operations Director role (Sales and Administrative Officer and Design Officer), ensuring that tasks are completed and filling in gaps when needed. Work with the Executive Director to recruit additional volunteers as needed.
- Bolster the Emerge Global sales strategy, including setting and updating sales goals, and working with the Sales and Administrative Officer to ensure that sales targets are met
- Oversee and document all Emerge Global jewelry sales, including identifying outlets, planning logistics, overseeing all sales-related finances, and summarizing outcomes and feedback from each sale
- Actively identify and build relationships with potential new retail outlets for Emerge Global jewelry
- Supervise the “Emerge Agent” program, including the coaching of current Agents and the identification of new agents
- Work on strategies to improve our online sales presence, including how we present the jewelry and publicize our online store
- Communicate needs for marketing and packaging materials to the Communications Director
- Sit on at least one strategic committee to help set Emerge Global’s overall priorities

This position reports to the Executive Director.

## **Communications Director**

**Date:** 2/1/2010

**Closing:** Friday, February 19<sup>th</sup>, 9pm EST

**Location:** flexible

**Start Date:** Immediately

**Term:** One year

**Time Commitment:** 10-15 hours/week

**Compensation:** This is a volunteer position

Individuals applying for this position should be creative, perceptive, articulate, and an excellent writer. Ideal candidate would also have graphic design experience and be proficient with Illustrator and/or Photoshop. As a Director position within Emerge Global, this individual is in charge of Emerge Global's entire communications and public relations strategy and execution. As such, he/she is also encouraged to develop a team of support to work on various communication activities if he/she so chooses. He/she should therefore feel confident managing other volunteers and delegating responsibilities. This is a great opportunity for someone who wants to be at the forefront of shaping an organizations external messaging.

Responsibilities include, though are not limited to:

- Ensure that the public receives a consistent message about Emerge Global
- Make strategic decisions regarding Emerge Global’s communications and messaging and document all strategies and procedures
- Develop and produce all marketing, publicity, and communications materials
- Oversee the creation of graphics or image representations of Emerge Global
- Assemble and disseminate a quarterly newsletter and short monthly updates to Emerge Global mailing lists as well as any other public announcements)
- Oversee the creation of our new website, including working with the web-developer to make sure developments are in line with our vision for the website and copy-editing all text
- Once new website is created, maintain website with frequent updates
- Develop and execute a strategy for our social networking presence (blog, twitter, FB fanpage)
- Develop a press packet to give to reporters about Emerge that summarizes key facts and details that need to be included in articles
- Maintain Emerge Global press packet, pitch stories to the press, and issue press releases
- Manage online contact database through Vertical Response
- Support Resource Development Director in grant writing by looking over grants and ensuring consistent wording with our general messaging

- Supervise any Emerge Global video production
- Track data regarding our web presence (website hits, response rates to emails, etc)
- Maintain Flickr site
- Work with the Executive Director to recruit volunteers as needed, and support and supervise their work
- Sit on at least one strategic committee to help set Emerge Global's overall priorities

This position reports to the Executive Director.

## **Financial Officer**

**Date:** 2/1/2010

**Closing:** open until position is filled

**Location:** Boston, MA, but can be flexible

**Start Date:** Immediately

**Term:** One year

**Time Commitment:** Approximately 5-hours/week

**Compensation:** This is a volunteer position

Individuals applying for this position should be exceptionally detail-oriented and organized, and proficient in both Excel and QuickBooks Pro. He/she should be both analytical and critical. Ideal candidates will also have former experience as a treasurer or financial officer.

Responsibilities include:

- Identify the most appropriate financial management software we should use (currently using Excel, would like to use something more robust)
- Set up our financial systems so that they can be easily maintained and can easily produce up-to-date budgets and cash flows
- Maintain Emerge Global's financial records accurately, inputting records into QuickBooks (or other identified software) at least once a week
- Maintain Emerge Global's budget and cash flow, updating them monthly
- Aggregate and analyze all sales data with the support of the Sales and Administrative Officer
- Deposit checks addressed to Emerge Global at least once a week
- Produce a monthly financial report for the Board and all Emerge Global Officers
- Work with the Executive Director to identify an accountant
- Work with the Resource Development Director to think of creative ways to package costs and present finances in a transparent way to donors
- Work with the Operations Director to ensure the Emerge Global sales strategy is feasible given cash flows and financial projections and needs
- Produce any materials needed for Emerge Global accountant, including Form 990
- Sit on at least one strategic committee to help set Emerge Global's overall priorities

This officer will work closely with the Resource Development Director, Operations Director and Executive Director.

## **Sales and Administrative Officer**

**Date:** 2/1/2010

**Closing:** Friday, February 19<sup>th</sup>, 9pm EST

**Location:** Boston, Massachusetts

**Start Date:** immediately

**Term:** At least 6 months

**Time Commitment:** 5-10 hours/week

**Compensation:** This is a volunteer position

Individuals applying for this position should be extremely organized and interested in helping build long-term and robust systems for implementing our sales strategy as our sales volume continues to grow.

Responsibilities include, though are not limited to:

***Administrative Tasks:***

- Maintain Emerge Global storage unit in Central Square
- Ensure that Emerge Global maintains an ongoing supply of all marketing and packaging materials at all times, notifying the Operations Director when supplies are low
- Check the Emerge Global P.O. Box on a weekly basis (based in Central Square)
- Scan and deposit all Emerge Global checks and notify the Emerge Global Resource Development Director of all donations that come in
- Ship necessary supplies (jewelry, marketing materials, etc.) to other Emerge Global Officers as needed

***Sales Tasks:***

- Manage Emerge Global jewelry inventory
- *Online Store:* Maintain Emerge Global's online sales presence by running and managing the Emerge Global online store. This includes uploading new products, shipping products twice a week, tracking online inventory, and recording all sales.
- *In-person Sales:* Operationalize the Emerge Global sales strategy (overseen by the Operations Director) by shipping jewelry inventory and materials to Agents, stores, or other vendors, and coordinating any needed volunteers and materials to run the sales
  
- Sit on at least one strategic committee to help set Emerge Global's overall priorities

This position reports to the Operations Director.

## **Sponsorship Coordinator**

**Date:** 2/1/2010

**Closing:** Friday, February 19<sup>th</sup>, 9pm EST

**Location:** flexible

**Start Date:** Immediately

**Term:** One year

**Time Commitment:** Approximately 5 hours/week, more in November when providing end-of-year updates to sponsors

**Compensation:** This is a volunteer position

Individuals applying for this position should be organized, creative, and independent. He/she should be excited about the idea of developing a long-term strategy for engaging the extended Emerge Global community in the everyday lives of the girls we work with. This is a fantastic position for someone who is interested in understanding the Emerge Bead Program and our participants at a deep level as well as someone who is eager to share participant's progress "real-time" in creative ways.

Responsibilities include, though are not limited to:

- Develop and execute a detailed Emerge Sponsorship Program strategy, including frequency and types of communications to sponsors, data collected on participants, and ways to engage our extended community in understanding program participant's growth throughout the program
- Work with the Programs Director to develop systems for tracking each girl's progress "real time" and communicating this information to the public in an engaging way
- Work with Resource Development Director to recruit new sponsors and fill all sponsorship slots
- Develop a sponsorship and participant database that makes sponsorship communications easy and systematic

- Develop and distribute all sponsorship materials, including introductory packets, updates, and a yearly sponsorship booklet
- Facilitate interaction between sponsors and the girls throughout the year
- Ensure that sponsors are up-to-date on the happenings of the organization as a whole
- Keep the Emerge Global team connected to program participants by providing periodic updates on individual girl's progress
- Support the work of the Resource Development team as needed
- Sit on at least one strategic committee to help set Emerge Global's overall priorities

This officer reports to the Resource Development Director and will work closely with the Executive Director at the beginning while devising the general Sponsorship Strategy.

## **Strategic Partnerships Officer**

**Date:** 2/1/2010

**Closing:** Friday, February 19<sup>th</sup>, 9pm EST

**Location:** flexible, preferably Washington, D.C.

**Start Date:** Immediately

**Term:** One year

**Time Commitment:** Approximately 5 hours/week, or as much as officer is willing to contribute

**Compensation:** This is a volunteer position

Individuals applying for this position should be outgoing, creative, and think outside the box. He/she should be a self-starter, who can work without specific guidance from the Resource Development Director. He/she should be a bold and natural networker and be comfortable making phone calls to engage with and learn about companies. Ideal candidates would have experience working for a company that has a charity committee or CSR component, and would be aware of how such decisions are made from the company. This is a great position for someone interested in getting involved with Emerge Global without a big time commitment or mandatory responsibilities.

Responsibilities include, although are not limited to:

- Maintain current partnerships
- Research and propose new partnerships with corporations and companies, and work with the Resource Development Director and Executive Director to identify and execute the best strategy for approaching them
- Work with the Resource Development Director to create strategic plan for corporate relations and other partnerships
- Support the work of the Development team as needed. This may include event planning, donor relations, brainstorming, and attending Emerge Global events as possible

This officer reports to the Resource Development Director.

## **Design Officer**

**Date:** 2/1/2010

**Closing:** Friday, February 19<sup>th</sup>, 9pm EST

**Location:** flexible

**Start Date:** immediately

**Term:** One year

**Time Commitment:** 5-10 hours/week

**Compensation:** This is a volunteer position

Individuals applying for this position should have a strong design portfolio and have a background in jewelry design. They should be creative and artistic and excited about the challenge of working with a variety of constraints

(materials, varying skill level of program participants, etc). Ideal candidates will also have experience with teaching or art therapy and an interest in how design can be broken into modules that support personal development in a variety of capacities.

Responsibilities include, though are not limited to:

- Develop new product concepts for current jewelry line, including working with Emerge Lanka to create design sheets for program participants and working with Operations Director and Finance Officer to ensure designs fit price points.
- Set product development schedule for Emerge jewelry lines
- Select color pallets in line with product development schedule
- Order and maintain raw material inventory with the assistance of the Emerge Lanka Foundation Officers
- Develop relationships with new jewelry supply vendors and solidify sourcing strategy (how much we order, how frequently, and from whom)
- Identify and approach potential designers who might be interested in collaborating
- Stay current on design and jewelry trends, especially among groups doing similar work
- Sit on at least one strategic committee to help set Emerge Global's overall priorities

This position reports to the Operations Director but will also work closely with the Executive Director and Emerge Lanka team.

## SUMMER VOLUNTEER POSITIONS IN SRI LANKA

### Program Reintegration Volunteer

**Date:** 2/1/2010

**Closing:** Friday, March 12<sup>th</sup>, 9pm EST

**Location:** Colombo, Sri Lanka

**Start Date:** June 1, 2010

**Term:** 2-3 months

**Time Commitment:** 40 hours/week

**Compensation:** This is a volunteer position

Individuals applying for this position should be organized and independent. They should be a natural networker, have the ability to think both creatively and critically, and be able to identify new opportunities for our target population. Experience working or conducting research in a developing country and serving as a volunteer is preferable.

Responsibilities include, though are not limited to:

- Identify and create a comprehensive support system for Emerge Bead Program graduates by connecting with other like-minded organizations. This support system should include legal support, micro-credit and finance opportunities, health care options (especially sexual health), potential child care options, post-program educational opportunities, and potential safe and affordable housing
- Document all support systems and create an action plan for engaging them long-term
- Research job opportunities for Emerge Bead Program graduates and build relationships with potential employers
- Produce monthly field blog to be shared with the public
- Contribute actively to Emerge Global's Sri Lankan networking presence
- Assist the Programs Director in developing life skills workshops that will contribute to successful participant reintegration

This volunteer position reports to the Sri Lanka Country Director and may work closely with the Sri Lanka Programs Director.

## **Fundraising Volunteer**

**Date:** 2/1/2010

**Closing:** Friday, March 12<sup>th</sup>, 9pm EST

**Location:** Colombo, Sri Lanka

**Start Date:** June 1, 2010

**Term:** 2-3 months

**Time Commitment:** Approximately 30 hours/week

**Compensation:** This is a volunteer position

Individuals applying for this position should be organized, creative, outgoing, and independent. He/she should be a natural networker and have experience coordinating events. Ideal candidates would have experience working in a developing country. Additionally, ideal candidates would have experience in fundraising and corporate relations.

Responsibilities include, though are not limited to:

- Research potential fundraising mechanisms in Sri Lanka and provide a recommendation for where Emerge Lanka Foundation should engage its efforts
- Develop a long-term fundraising strategy, including potential corporate sponsors, frequency of solicitations, and fundraising event outlets
- Coordinate a large fundraising event to be held at the end of the summer
- Look for corporate sponsors in Sri Lanka, as well as companies who would endorse the Emerge Bead Program
- Apply for at least one grant for Emerge Lanka Foundation, Emerge Global's sister entity in Sri Lanka
- Document all new fundraising contacts and prospects
- Expand Emerge Lanka Foundation's network in Sri Lanka
- Produce monthly field blog to be shared with the public

This volunteer reports to the Sri Lanka Country Director.

## **Design and Sales Volunteer**

**Date:** 2/1/2010

**Closing:** Friday, March 12<sup>th</sup>, 9pm EST

**Location:** Colombo, Sri Lanka

**Start Date:** June 1, 2010

**Term:** 2-3 months

**Time Commitment:** Flexible

**Compensation:** This is a volunteer position

Individuals applying for this position should be artistic, creative, and independent. They should have experience designing jewelry, and ideally have experience teaching and working with youth. Ideal candidates would have experience with local Sri Lankan materials and sourcing, as well as an interest or experience with art therapy.

Responsibilities include, though are not limited to:

- Research local bead supply options
- Work with program participants to design products to be sold locally in Sri Lanka
- Develop Emerge Lanka Foundation's local sales presence and create an ongoing sales strategy
- Research registration options for Fair Trade status in Sri Lanka
- Develop relationships with local vendors and stores
- Produce monthly field blog to be shared with the public

This volunteer reports to the Sri Lanka Country Director, but may also consult with the Executive Director and Programs Director.