



Project Coordinator Position Description

Objective: manage key board projects and provide management support as needed per President and Vice President

Desired qualifications:

- Experience in event planning and coordination
- Values teamwork and collaboration
- Ability to manage multiple projects with excellent results
- Independent self-starter
- Detail-oriented

Responsibilities

- Supports event chairs and marketing positions as needed
- Provide technical support to ensure board initiatives are supported
- Supports overall board development and capacity building

Board Member Responsibilities:

- Attend all Board Meetings
- Engage through bi-weekly meetings and monthly events
- Communicate regularly with Board members and be accessible via email
- Promote BL²END within your personal and professional networks and spheres of influence
- Exemplify professionalism as a community representative of BL²END
- Connect members to each other and community members to help facilitate connections and relationship building
- Seek out community events for Board members and participants to attend for networking and other opportunities
- Performs other responsibilities assigned by the Board Chairs

Requirements

- Strong verbal and interpersonal communication skills
- Independent self-starter
- Strong influencing skills
- Experience leading others



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- Value teamwork and collaboration within a grassroots, volunteer organization
- Commit to one 1 -year term
- Submit annual dues

Benefits

- Play a key role in shaping the culture in Grand Rapids as it relates to diversity
- Gain experience in building and working with volunteers
- Build and improve personal brand
- Opportunity to network with diverse community leaders
- Recognition as leader of one of Grand Rapids' premiere organizations for diversity