



CONFIDENTIAL

Shanghai Mamas Job Description

COFFEE MORNING ORGANIZERS

Coffee morning leads lead our weekly coffee morning events across Shanghai, liaising with venues and bringing parents in their neighborhoods together, online and in person.

Shanghai Mamas is a diverse community that encourages thriving international families in Shanghai, China. Many parents cite Shanghai Mamas as their key source to find their niche in the city, make lifelong friends, and manage the day to day confusion of living and parenting in Shanghai. With over 5,000 members from all over the world, **we rely on committed employees and volunteers to manage the many tasks involved in running a community-based, sustainable organization.**

Online and offline, our members connect daily for peer-to-peer recommendations, advice, and community. On WeChat, we manage neighborhood-specific parent groups, interest-based groups, and activity organizing groups (e.g., spa outings group, Moms Nights Out, and monthly book club). In addition to our signature weekly parent coffee mornings around the city, we host regular events, such as educational talks, holiday parties, charity fundraisers, and family meet-ups. **All of this is only possible because of the dedicated team members who invest their time, energy, and talent into supporting their neighbors!**

Supervisor: Volunteer Manager

Category: Volunteer

Hours per week: 6–7

Requirements

- Availability on weekday mornings/lunch to be present at specified neighborhood coffee morning
- Strong English written and speaking skills along with a passion to connect with the international community in Shanghai
- Knowledge of neighborhood and family friendly venues that can host weekly coffee mornings
- Open, engaging and welcoming attitude

Responsibilities

- Liaise with venue managers/owners
- Logistics to arrange weekly morning and space required to host parents and babies/small children
- Ensuring venues are kept clean and hygienic
- Negotiation of discount/specials with venues

CONFIDENTIAL



CONFIDENTIAL

- Active weekly promotion (WeChat/Facebook, website) of the coffee morning within Shanghai Mamas community groups
- Liaise with Shanghai Mamas committee regarding updates on venue, promos and/or timings
- Help to promote any Shanghai Mamas events during weekly coffee morning/WeChat groups

To apply, please send your CV and a cover letter to shmamas@gmail.com.

On a career break? Keep your skills fresh whether you've taken a break from formal employment or are working in a different field. Get professional experience in Shanghai's largest international parent community to add to your CV!

Working "Mama"? Learn a new skillset or deepen your knowledge in a supportive environment. Use your talents and free time to grow, contribute, and build your community.

Find your people! Shanghai Mamas has volunteers and staff from across the city with diverse backgrounds. Make friends and expand your network while working together to keep Shanghai Mamas strong.

Make a difference! Over 5,000 families turn to Shanghai Mamas for genuine advice, resources, and community. Many parents credit their smooth(er) entries into the city with the support they received from Shanghai Mamas, which is only possible thanks to the volunteers who keep things running!