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Shanghai Mamas Job Description

EXECUTIVE COMMITTEE MEMBER VOLUNTEER

The Executive Committee steers the overall strategic direction of the organization to accomplish the mission of supporting international families in Shanghai. There are between 5-7 members of the 'exec team' led by the Executive Director, who meet monthly to plan, strategize, and connect around the shared goal of supporting the organization's mission. It is an appointed role for one-year term, with option to renew during the Spring Annual Meeting. Serving on the committee provides excellent experience and is a CV-builder. It is a fantastic opportunity to work with a dynamic team and engage with the Shanghai Mamas membership from around the world.

The role should be available for occasional evening and weekend events, but overall working hours are flexible and most work can be done from home. The general time commitment for the role is 20 volunteer hours per month with expenses reimbursed.

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: Shanghai Mamas Executive Director

Hours per week: Approximately 5 with flexible time working from home and online, time commitments vary by role.

Responsibilities

- Collaboratively planning the annual calendar for events, campaigns, and organizational goals.
- Attend events as appropriate to nurture relationships with members and community partners, as well as to support colleagues

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- Represent Shanghai Mamas in the community, online and offline
- Following best procedures and guidelines in place for volunteers and representing the perspective of our core membership- international families.
- Review all relevant material before committee meetings and complete assigned tasks such as providing agendas, reports, or research relevant to role on the committee
- Read and review the digital communications with team members via WeChat Group and email.
- Attend Executive Committee meetings and collaboratively give recommendations and suggestions to build the strategic direction of the organization in-line with the mission of supporting international families.

Requirements

- Excellent English written and speaking skills along with a passion to connect with the international community in Shanghai.
- Strong organization and time management skills
- Passion for connecting and supporting international families
- ESL applicants encouraged to apply
- Appointed Volunteer role with one year commitment (30 days notice prior to stepping down)