

Volunteer Team Manager

Virtual, part-time position

Organization Overview:

Mediators Beyond Borders International (MBBI) is a nonprofit, international organization that builds local skills for peace and promotes mediation worldwide. It brings together experienced volunteer mediators to improve conflict resolution capacity and support alternative approaches to expressing, negotiating and resolving interpersonal, political, economic, social, ethnic, and religious differences. For more information, please visit www.mediatorsbeyondborders.org.

Position Overview:

Our growing organization is looking for a talented and a results-driven Team Manager who shares our vision and is willing to mentor interns and volunteers. The ideal candidate should have experience supporting interns, volunteers, or employees and monitoring progress. You must possess strong communication and leadership skills as well as the ability to resolve workplace issues effectively. The Team Manager will be excited about guiding, training, and supporting interns and volunteers and be highly motivated to help MBBI fulfill its mission. The successful candidate will be people-centered, supportive, flexible, and focused on inspiring others to own their work and deliver better results.

Please note that this is a volunteer position. Candidates who can volunteer 20 hours per month for a minimum of one-year commitment are preferred. This is a virtual position and is open to all qualified persons with a solid internet connection and ability to make internet and phone calls.

Duties and Responsibilities May Include:

- Serve on the *Internship Taskforce* and collaborate with its members to:
 - Maintain the number of interns by recruiting, selecting, orienting, and training interns
 - Develop personal growth opportunities for interns
 - Set performance goals and project deadlines that align with the organization's larger plans
 - Address problems with work quality and other concerns in an effective, timely manner
- Help delegate work, track progress, and provide constructive feedback throughout projects
- Ensure interns adhere to organizational policies and legal regulations
- Serve as a link between subordinates and upper management
- Motivate team members and create strategies to boost productivity
- Conduct regular meetings/calls with team members
- Provide monthly briefings to the upper and central management

Qualifications:

- Able to make a one-year commitment to the position
- Excellent communication and leadership skills
- A positive record of multicultural awareness and sensitivity
- Experience in a supervisory or managerial role
- Ability to train employees when needed
- Self-starter; highly organized; and detail-oriented
- Can work independently and collaboratively

To Apply:

Please submit a cover letter and resume to info@mediatorsbeyondborders.org, with “ATTN: Volunteer Team Manager” as the subject line. Only applicants invited for an interview will be contacted.