

## Financial Officer, MBBI—LA

Part-time, unpaid  
Los Angeles, California

**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](http://www.mediatorsbeyondborders.org).

**Mediators Beyond Borders International – Los Angeles (MBBI—LA)** was created in 2007 to bring the core vision and mission of MBBI to Southern California, where members living in this region could meet regularly to develop their skills and to offer services to local communities, as well as to collaborate with local partners. MBB-LA is seeking a Financial Officer to support its mission by performing various administrative and operational tasks related to the chapter's finance.

### Duties and Responsibilities:

- Help maintain investors' records using Neon CRM
- Assist in investment invitations for MBBI, the regional group, and partner organizations
- Support the regional group leaders with investment follow ups
- Assist with planning the group's monthly and annual budget
- Contribute to the annual reports to show the group's impact
- Other duties may be assigned

### Qualifications:

- Experience with financial and administrative assistance, ideally in a not-for-profit setting
- Experience with Neon CRM, Zoom, GDrive, and Microsoft Suite
- Excellent verbal and written communication skills
- Self-starter; highly organized; detail-oriented
- Can work independently and in cooperation with others

**To Apply:** Please submit a cover letter and resume to [LosAngeles@mediatorsbeyondborders.org](mailto:LosAngeles@mediatorsbeyondborders.org) and [info@mediatorsbeyondborders.org](mailto:info@mediatorsbeyondborders.org), with "ATTN: MBBI—LA Financial Officer" as the subject line. Candidates who can volunteer 10 hours per week are preferred. Only applicants invited for an interview will be contacted.

### **MBBI Internship Benefits:**

Volunteering opportunities with MBBI help you gain work experience and develop personal and professional confidence in the workplace. Through your work with MBBI, you will have access to a global network of peacebuilders. This is in addition to the possibilities to participate in and engage with Regional and Working Groups, Projects, and Committees. MBBI interns also enjoy mentorship opportunities with other professionals in their desired career, observe and interact with role models, and create a more impressive, well-balanced resume. Most importantly, working with MBBI allows interns to connect theories, ideas, and dreams with best practice models.

Skills gained through volunteering with MBBI:

- Oral and Written Communication
  - Marketing and Public Relations
  - Collaborative approaches
  - Decision-making
  - Fundraising
  - Training
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