

Role	VP Operations Support	Team	Executive Board
Reports to	President, Executive Board	Collaborates with	CEO, Treasurer, Program Directors, and Executive Board

JOB SUMMARY

The **Vice President of Operations Support** plays a critical role in maintaining and improving the internal systems, processes, and infrastructure of Bernadette's House. This person ensures that the day-to-day and behind-the-scenes operations support efficient programming, compliance, and a smooth volunteer and staff experience. The VP of Operations Support works closely with the CEO, President and other board officers to ensure alignment across departments and initiatives.

This position is ideal for someone who thrives in building and improving systems, supporting team workflows, and ensuring the organization runs efficiently from the inside out.

Term: 2 years (with a minimum 1-year commitment); renewable once (maximum 2 consecutive terms), followed by a required 1-year break

Time Commitment: Approximately 10 hours per week

JOB RESPONSIBILITIES

- Oversee and evaluate internal operational processes including volunteer onboarding systems, document management, and communication workflows
- Maintain and update organizational calendars, planning templates, and internal forms for consistency and ease of access
- Track deadlines for compliance-related tasks such as annual reports, renewals, and documentation submissions
- Support the Executive Board by helping to track organizational goals, timelines, and project-based responsibilities
- Troubleshoot internal issues that arise related to communications, access, or process breakdowns
- Identify opportunities for operational improvement and propose scalable solutions

Sample Tasks

1. Update and distribute a shared organizational calendar that includes key deadlines, events, and report due dates
2. Create a new digital onboarding checklist for volunteers using Google Forms or Jotform
3. Review and improve the file naming conventions and folder structure used by staff in Google Drive
4. Collaborate with the Treasurer and CEO to gather documents for the annual insurance renewal and state filings
5. Track follow-up tasks from board meetings to ensure timelines are being met
6. Provide tech support or training to a Program Coordinator struggling with shared file access or digital forms

QUALIFICATIONS

Required:

- Experience in nonprofit operations, administration, or systems development
- Highly organized, reliable, and comfortable working independently
- Comfortable using or learning digital tools such as Google Workspace, Canva, ChatGPT, Jotform, and/or Monday.com
- Strong problem-solving skills and ability to streamline processes

Preferred:

- Familiarity with nonprofit reporting and compliance requirements
- Experience supporting cross-functional teams or managing shared systems

Personal Traits:

- Analytical thinker who enjoys improving systems and processes
- Calm under pressure and responsive to team needs
- Committed to the mission of Bernadette's House and a collaborative leadership style

Role	VP Finance & Administration	Team	Executive Board
Reports to	Treasurer & President	Collaborates with	CEO, Treasurer & Finance Committee

JOB SUMMARY

The Vice President of Finance & Administration is a strategic and hands-on leader responsible for overseeing the financial integrity, compliance, and operational infrastructure of Bernadette's House. This role works closely with the Treasurer, CEO, and the Executive Board to manage budgeting, reporting, and fiscal oversight across all departments. The VP of Finance & Administration ensures that the organization adheres to financial best practices, maintains transparency, and has the operational systems in place to support effective programming and fundraising.

Term: 2 years (with a minimum 1-year commitment); renewable once (maximum of 2 consecutive terms), followed by a required 1-year break

Time Commitment: Approximately 10 hours per week

JOB RESPONSIBILITIES

- Guide the creation and monitoring of the organization's **annual operating budget** in partnership with the CEO and Treasurer
- Oversee **monthly financial reporting**, ensuring alignment with actuals, projections, and grant requirements
- Lead the development and maintenance of **financial policies**, including procurement, spending approvals, and financial controls
- Chair the **Finance & Administration Committee**, facilitating regular reviews and strategic discussions
- Collaborate with the **Grant Writer** and **Program Directors** to track program budgets and grant compliance
- Ensure **audit readiness** and support preparation of annual tax filings, state reports, and insurance renewals
- Recommend tools and practices for improving organizational efficiency and recordkeeping

Sample Tasks You Will Lead

1. Review the monthly financial report and highlight any budget variances to the board, along with recommended adjustments
2. Work with the CEO to create the annual budget for approval by the board before the fiscal year begins
3. Maintain and update internal finance policy documents, such as expense approval protocols and petty cash procedures
4. Support the Grant Writer in preparing a budget narrative for a new foundation proposal
5. Coordinate with the Treasurer and accountant to prepare documentation for an external audit or year-end financial review
6. Ensure all legal, insurance, and compliance documents (e.g., 990s, business licenses) are submitted accurately and on time

QUALIFICATIONS

Required:

- Demonstrated experience in **nonprofit finance, budgeting, or administration** (minimum 2–3 years)
- Working knowledge of **nonprofit financial statements** and **internal controls**
- Comfortable using spreadsheets, online accounting tools (QuickBooks or similar), and Google Workspace
- Strong organizational skills and attention to detail
- Committed to the mission and values of Bernadette's House

Preferred:

- Bachelor's degree in **Accounting, Finance, Business Administration**, or a related field
- Familiarity with **grant budgets** and **fund accounting**
- Experience serving on a nonprofit board or finance committee

Personal Attributes:

- Integrity, transparency, and a collaborative mindset
- Ability to explain financial information to non-finance audiences
- Proactive, dependable, and solutions-oriented

Role	VP External Affairs	Team	Executive Board
Reports to	President, Executive Board	Chairs	Communications & Fundraising Committee

JOB SUMMARY

The **Vice President of External Affairs** provides strategic leadership for all public-facing aspects of Bernadette's House. This includes community outreach, donor engagement, media relations, and brand communications. This role helps shape and amplify the voice of the organization to strengthen its reputation, broaden its reach, and support its fundraising efforts.

As Chair of the Communications & Fundraising Committee, the VP works closely with the CEO and development staff to ensure consistent messaging, meaningful engagement, and resource development that sustains and expands the mission of empowering girls ages 8–17.

Term: 2 years (with a minimum 1-year commitment); renewable once (maximum 2 consecutive terms), followed by a required 1-year break

Time Commitment: Approximately 10 hours per week

JOB RESPONSIBILITIES

- Lead the development and execution of external communications strategies (digital, print, and media)
- Serve as the board's liaison to the communications and development functions
- Build relationships with community leaders, local media, and strategic partners to raise visibility
- Collaborate with the Grant Writer and Sponsorship Coordinator to align messaging and outreach efforts
- Support the creation of donor-facing materials (e.g., annual appeals, newsletters, campaign updates)
- Oversee social media messaging themes, newsletters, and public updates in partnership with the Communications Team

Sample Tasks

1. Review and approve a seasonal newsletter that highlights program milestones and donor recognition
2. Schedule a meeting with the Communications Team to align messaging for Giving Tuesday and year-end fundraising
3. Attend a local community event to represent Bernadette's House and share sponsorship opportunities
4. Provide talking points and PR guidance for a staff member preparing for a media interview
5. Collaborate with the CEO and committee to update the sponsorship deck with new data and testimonials
6. Draft a public thank-you post for a business partner who supported a recent fundraiser

QUALIFICATIONS

Required:

- Strong writing, public speaking, and relationship-building skills
- Experience in communications, public relations, fundraising, or marketing
- Strategic thinker with a passion for community engagement and storytelling
- Comfortable collaborating with multiple stakeholders and responding to media inquiries
- Proficiency with email tools, social media platforms, and shared document platforms

Preferred:

- Background in nonprofit development or external affairs
- Familiarity with campaign planning, donor communication cycles, or sponsorship fulfillment

Personal Traits:

- Energetic, approachable, and mission-driven
- Thoughtful communicator who values transparency and inclusion
- Enjoys elevating others through stories, visuals, and partnerships

Join Our Team!

Brains & Beauty Summer Program

NOW HIRING

Program Director

Provides leadership, oversight, and daily coordination for the Summer Program.

Program Co-Director

Supports program leadership, participant engagement, and daily operations throughout the program.



July 6–17, 2026



WHO THIS IS FOR

These opportunities are ideal for individuals with experience in youth programs, education, nonprofit work, or program coordination, and who are excited to lead with purpose and professionalism.

APPLY TODAY

Learn more about the roles and submit your application at BernadettesHouse.org

BRAINS  **&**
Beauty

Role	Program Coordinator	Team	Mentoring Program
Reports to	Program Director – Blossom Mentoring	Supports	Youth Counselors, Mentors, and Volunteers

JOB SUMMARY

This role supports the year-round mentoring and life skills programming that form the heart of Bernadette's House. Roles require a 1-year minimum commitment. Estimated time commitment is approximately 5–10 hours per week.

The Program Coordinator will coordinate the logistics and communication necessary to run weekly mentoring sessions effectively. This role ensures that mentors and mentees are informed, supported, and equipped to participate fully in the program.

JOB RESPONSIBILITIES

- Prepare and distribute materials and schedules for mentors and mentees
- Track attendance and maintain records of mentor/mentee matches
- Communicate with families about schedules, transportation, and special events
- Coordinate session setup, sign-in, and mentor arrival reminders
- Support the Program Director and mentors during mentoring sessions and events

Sample Tasks:

1. Send reminder emails or texts to mentors before each session with logistical details
2. Set up chairs, refreshments, and supplies for weekly mentoring activities
3. Track mentee attendance and notify the Program Director of absences or concerns
4. Print updated mentor rosters and pairings for the start of a new cycle
5. Create a contact sheet for mentors and mentees for easy communication
6. Follow up with a parent about a mentee's needs or to confirm program participation

QUALIFICATIONS

- Experience in youth support or mentoring environments
- Detail-oriented and dependable; strong administrative skills
- Ability to maintain confidentiality and sensitive records
- Comfortable communicating with parents, mentors, and youth
- Basic proficiency in Google Drive, email, and spreadsheets

Role	Volunteer & Mentor Coordinator	Team	Blossom Mentoring Program
Reports to	Program Director and Vice President of Programming & Impact	Supports	Program Director & Coordinator

JOB SUMMARY

The **Volunteer & Mentor Coordinator** plays a vital role in the success of Bernadette's House by recruiting, onboarding, and supporting the volunteers and mentors who power our programs. This role ensures that our mentoring culture is strong, well-organized, and values-aligned by coordinating match processes, volunteer communications, and engagement activities across all programs.

This person works closely with Program Directors and the VP of Programming & Impact to maintain mentor quality, retention, and readiness. They serve as the main point of contact for volunteer and mentor engagement, helping to create a consistent and fulfilling experience for every adult who serves.

Term: No term limits apply unless the individual is also serving as a board member, in which case the standard 2-year term (renewable once, with a 1-year break) applies

Time Commitment: 8–10 hours per week

JOB RESPONSIBILITIES

- Recruit new mentors and volunteers using community outreach, interest forms, and partnerships
- Coordinate and conduct orientation and onboarding sessions for new volunteers
- Maintain accurate volunteer and mentor records, including background checks, attendance, and communication logs
- Support Program Coordinators and Directors with volunteer scheduling and assignments
- Monitor mentor/mentee match satisfaction and offer support or reassignment as needed
- Plan and coordinate mentor/volunteer appreciation activities and engagement events

Sample Tasks

1. Post a call for new mentors on social media, local school newsletters, and community boards
2. Schedule and host a 1-hour virtual orientation for new mentors, walking through expectations and guidelines
3. Follow up with volunteers who miss two consecutive sessions to check in and offer support
4. Coordinate with Program Directors to fill gaps in weekly volunteer needs

Role	Program Coordinator	Team	Summer Program
Reports to	Program Director – Summer Program	Supervises	Youth Counselors and volunteers

JOB SUMMARY

The **Program Coordinator** for the **Summer Program** plays a vital role in the success of Bernadette's House's flagship summer initiative. This person handles behind-the-scenes coordination, daily logistics, communication, and on-site leadership to ensure the summer program runs smoothly, professionally, and joyfully. This role is ideal for someone who is organized, hands-on, and passionate about creating a supportive and empowering experience for girls ages 8–17.

Term: 2 years (minimum 1-year commitment); renewable once (max of 2 consecutive terms), followed by a 1-year break

Time Commitment: 8–10 hours/week during planning; 15–20 hours/week during active 2–3week program in July. (Seasonal Leadership)

JOB RESPONSIBILITIES

- Support the Program Director in executing the full summer program plan
- Manage daily program logistics, including room setup, materials, and schedule tracking
- Coordinate with families regarding registration, participant expectations, and showcase event details
- Supervise Youth Counselors and volunteers, ensuring coverage and group supervision at all times
- Maintain accurate attendance, forms, and emergency contact records
- Act as the primary on-site logistics contact for facilitators and vendors during the program

Sample Tasks

1. Prepare program supply bins and name badges for all participants and facilitators before day one
2. Greet families at drop-off and pick-up and manage daily check-in stations
3. Ensure each age group has the correct materials for scheduled workshops
4. Troubleshoot on-site issues such as room changes, facilitator delays, or behavior concerns
5. Assist with transitions, lunch setup, and cleaning between activities
6. Coordinate final showcase day logistics including setup, printed programs, decorations, and signage

QUALIFICATIONS

Required:

- Experience in summer programs, after-school programs, or youth-focused events
- Excellent organizational and multitasking skills
- Strong interpersonal communication with both youth and adults
- Dependable, proactive, and able to maintain calm under pressure
- Familiarity with Google Drive, email communication, and document management

Preferred:

- Experience supervising volunteers or junior staff
- Background in education, youth development, event planning, or nonprofit work
- First Aid/CPR certification (or willingness to obtain before program start)

Personal Traits:

- Approachable, detail-oriented, and youth-focused
- Enjoys being in a fast-paced, high-energy environment
- Passionate about empowering girls and creating joyful, inclusive learning spaces

5. Track completion of onboarding documents and background checks for each new volunteer
6. Organize an end-of-season appreciation event with certificates and spotlight awards

QUALIFICATIONS

Required:

- Experience in volunteer management, community outreach, HR, or program coordination
- Strong communication and relationship-building skills
- Detail-oriented with the ability to manage records and follow-up tasks
- Comfortable leading small group orientations or speaking one-on-one with new volunteers
- Proficient with email, Google Drive, and spreadsheets

Preferred:

- Background in youth mentoring, nonprofit management, or education
- Knowledge of trauma-informed care or youth-serving best practices
- Bilingual or multicultural competence is a plus

Personal Traits:

- Friendly, organized, and mission-driven
- Proactive and approachable
- Encouraging and supportive leadership style

Role	Sponsorship Coordinator	Team	Executive Board
Reports to	Vice President of External Affairs	Collaborates With	CEO, Grant Writer, Communications & Fundraising Committee

JOB SUMMARY

The **Sponsorship Coordinator** helps secure financial and in-kind support from businesses, faith-based organizations, civic groups, and individual partners. This role focuses on building strong community relationships, developing sponsor packages, and ensuring sponsors receive proper recognition and reporting.

The ideal candidate is outgoing, detail-oriented, and passionate about advancing youth empowerment through strategic partnerships.

Term: No term limits apply unless the Sponsorship Coordinator is also serving as a board member, in which case the standard 2-year term (renewable once, with a 1-year break) applies

Time Commitment: 8–10 hours per week

JOB RESPONSIBILITIES

- Research and identify local businesses and organizations aligned with Bernadette's House mission
- Create, update, and customize sponsorship packages for events, programs, and seasonal campaigns
- Reach out to potential sponsors via email, phone, and in-person networking opportunities
- Track sponsorship commitments, contact logs, and benefit fulfillment in a centralized system
- Ensure all sponsorship deliverables (e.g., logo placement, thank-you features, social media mentions) are fulfilled
- Collaborate with the Communications team on sponsor marketing materials and promotional visibility

Sample Tasks

1. Draft or update a sponsorship packet outlining giving tiers and associated benefits
2. Reach out to three new businesses per month with personalized sponsorship pitches
3. Track all sponsor contacts and commitments in a spreadsheet or CRM system
4. Follow up with sponsors to confirm benefit delivery (e.g., social media posts, logo placements)
5. Coordinate with the Communications team to prepare thank-you graphics and recognition content
6. Provide a monthly report to the VP of External Affairs outlining outreach activity, new leads, and sponsor status

QUALIFICATIONS

Required:

- Strong interpersonal communication and relationship-building skills
- Ability to represent the organization with professionalism and enthusiasm
- Organized and capable of managing sponsor records, benefits, and follow-up
- Experience with outreach, customer service, or sales in any setting
- Proficient with email, spreadsheets, and basic graphic tools (e.g., Canva)

Preferred:

- Background in nonprofit fundraising, marketing, or corporate relations
- Experience creating or managing sponsorship decks or one-pagers
- Understanding of sponsorship ROI and recognition strategies

Personal Traits:

- Outgoing, personable, and confident in outreach and follow-up
- Creative and resourceful
- Committed to the mission of empowering girls and families at Bernadette's House

Role	Grant Writer	Team	Executive Board
Reports to	Treasurer & President	Collaborates with	Treasurer, VP of Finance & Program Directors

JOB SUMMARY

The **Grant Writer** plays a critical role in supporting the sustainability and growth of Bernadette's House by identifying, writing, and managing grant proposals to foundations, corporations, and government agencies. This individual works closely with the Treasurer, VP of Finance & Administration, and Program Directors to gather program data, develop compelling narratives, and ensure compliance with reporting requirements.

The ideal candidate is detail-oriented, organized, and passionate about helping youth-focused nonprofits grow through mission-aligned funding. All Grant Writers are expected to complete at least one grant writing training or refresher course annually (virtual or in-person) to enhance their knowledge and effectiveness.

Term: No term limits apply unless the Grant Writer is also serving as a board member, in which case the standard 2-year term (renewable once, with a 1-year break) applies

Commitment: 8–10 hours per week (varies based on deadlines and grant cycles)

JOB RESPONSIBILITIES

- Set and meet a monthly goal of identifying and applying to at least 3 qualified grant opportunities, including a mix of short-form applications, letters of inquiry, and full proposals
- Research and identify potential grant opportunities that align with Bernadette's House mission and programming
- Write, edit, and submit grant applications, letters of inquiry, and proposals in collaboration with leadership
- Collect and organize supporting materials including budgets, program descriptions, outcomes data, and organizational documents
- Track all submitted, pending, awarded, and declined grants in a centralized grant log
- Maintain a calendar of application deadlines, reporting due dates, and renewal opportunities

- Coordinate post-award reporting, including data collection and outcome summaries, in partnership with Program Directors and Finance

Sample Tasks

1. Research 3 new grant opportunities for youth development, mentoring, or STEM programs and prepare a recommendation summary
2. Draft a compelling proposal narrative for a local foundation's community enrichment grant
3. Update the grant tracker with the status of pending applications and upcoming deadlines
4. Work with the Program Director of Blossom Mentoring to gather attendance data and testimonials for a quarterly report
5. Prepare a folder of required attachments (IRS letter, board list, financials) for submission
6. Submit a mid-year progress report on an active grant, including participant outcomes and photos from programming

QUALIFICATIONS

Required:

- Strong writing and editing skills, with the ability to craft persuasive, mission-driven content
- Experience in grant writing, fundraising, or proposal development
- Familiarity with nonprofit program models, particularly in youth development or education
- Strong organizational skills and attention to deadlines
- Proficient with Google Docs, spreadsheets, and document sharing platforms

Preferred:

- Prior success in securing grant funding from foundations or public sources
- Understanding of program budgeting and restricted vs. unrestricted funding
- Ability to synthesize program data and translate it into compelling outcomes

Personal Traits:

- Independent and self-motivated
- Detail-oriented and reliable
- Passionate about the mission of Bernadette's House and serving girls ages 8–17

Role	Program Coordinator	Team	Organizational Programs
Reports to	Assigned Program Coordinator	Supervised by	Program Director of each respective program

JOB SUMMARY

The **Youth Counselor** at Bernadette's House is a key mentor and support figure who works directly with girls ages 8–17 across all organizational programs. Youth Counselors are assigned where they are most needed and may serve in multiple programs throughout the year—including the **Brains & Beauty Summer Program**, the **STEM & Financial Literacy Program**, and the **Blossom Mentoring Program**.

Youth Counselors are responsible for fostering a safe, supportive, and encouraging environment for girls. They serve as trusted role models, support program facilitation, help manage group dynamics, and build personal connections with participants to encourage confidence, learning, and positive behavior.

Term: No term limits apply unless the Youth Counselor is also serving as a board member, in which case the standard 2-year term (renewable once, with a 1-year break) applies

Time Commitment: 8–10 hours per week (varies based on program schedule; more during summer programs)

JOB RESPONSIBILITIES

- Support assigned age groups during weekly sessions, workshops, and field trips across various programs
- Assist with setting up and cleaning up materials, snacks, and seating before and after sessions
- Observe and encourage participant engagement in group and individual activities
- Provide redirection, coaching, or encouragement to youth who may be struggling socially or behaviorally
- Monitor attendance and report notable observations to Program Coordinators (e.g., participant progress, challenges)
- Collaborate with volunteers and facilitators to ensure inclusive, respectful group dynamics

Sample Tasks

1. Lead a small group reflection activity after a workshop on confidence-building or entrepreneurship
2. Help a quiet participant feel comfortable joining a group game or creative activity
3. Redirect behavior during a high-energy group exercise to keep participants focused and safe
4. Provide one-on-one encouragement to a mentee struggling with self-esteem during a journaling session
5. Assist in cleaning and organizing supplies between program rotations during the summer session
6. Document highlights, concerns, or participant accomplishments and submit them weekly to Program Coordinators

QUALIFICATIONS

- Passion for working with girls ages 8–17 in a mentorship, leadership, or enrichment setting
- Prior experience working or volunteering with youth in schools, after-school programs, camps, or community-based programs
- Strong communication and active listening skills
- Ability to de-escalate conflict calmly and supportively
- Reliability and consistency in attendance and communication with program leaders