

CO-PRESIDENT (MUST HAVE AT LEAST ONE YEAR OF EXPERIENCE AS WYC LEADER):

The President ensures the success and sustainability of WYC. They provide leadership and direction, represent the organization to the public, collaborate with the leaders, manage finances, and build partnerships with other organizations.

1. **Leading the organization:** responsible for providing strategic direction and leadership for the organization that aligned with WYC's mission and goals.
1. **Representing the organization:** The president is the organization's public face, representing it to the media and the community. The president speaks on behalf of the organization, attends public events, and engages in public relations activities.
2. **Overseeing the Directors and Assistant Directors:** works with the directors to ensure that the organization operates effectively and efficiently. The president may lead board meetings, set the agenda, and collaborate with leaders to make strategic decisions.
3. **Plan and oversee events:** The president plans and oversees yearly events.
4. **Fundraising and Financial Management: The president oversees fundraising efforts and ensures the organization's financial stability.** The president also gets financial reports from the treasurer.
5. **Collaborating with other organizations:** works with other organizations to advance the goals of the WYC, build partnerships, and collaborate on joint initiatives.

VICE PRESIDENT (MUST HAVE AT LEAST ONE YEAR EXPERIENCE AS WYC LEADER)

The Vice President supports the President and ensures the success of WYC. They may act as the President's backup, oversee specific areas of the organization, serve on committees, build relationships with members, and perform other duties as assigned.

1. **Supporting the President:** Collaborates with the President to make strategic decisions for WYC.
2. **Acting as the President's backup:** In the absence of the President, the VP will fulfill the President's responsibilities, ensuring that WYC continues to operate effectively and efficiently.
3. **Overseeing specific areas of the organization:** getting involved with specific areas of responsibility within WYC, such as membership, fundraising, or community outreach.
4. **Overseeing Events:** assist in planning and overseeing events. .

1. **Building relationships with members and supporters:** help build relationships with members, donors, volunteers, and community partners. They may work to identify potential partners, cultivate ongoing relationships, and advocate for the organization's mission and goals.
2. **Performing other duties as assigned:** may be assigned other duties by the President or the board of directors, depending on the organization's needs.

SECRETARY ((MUST HAVE AT LEAST ONE YEAR EXPERIENCE AS WYC LEADER)

The secretary supports the organization's governance, communication, and administration.

1. **Record keeping:** maintains accurate and up-to-date records of the organization's meetings, decisions, and policies.
2. **Meeting coordination:** helps coordinate meetings by preparing agendas, distributing meeting notices, and taking meeting minutes.
3. **Communication:** communicates with the organization's members to inform them about its activities, decisions, and events (manages WYC E-mail and Mail Chimp).
4. **Membership management:** manages the organization's membership records, including maintaining membership lists, processing membership applications and renewals, and communicating with members.
5. **Assist with events:** Assist with all WYC events.

TREASURER ((MUST HAVE AT LEAST ONE YEAR EXPERIENCE AS WYC LEADER)

The treasurer manages the financial health of WYC, ensuring that it operates fiscally responsibly while fulfilling its mission.

1. **Keeping accurate financial records:** tracks all financial transactions, including income, expenses, and investments. They must ensure that all financial records are accurate and up to date.
2. **Budgeting and financial planning:** creates the organization's budget and makes financial projections.
3. **Managing cash flow:** ensures that WYC has enough cash to meet its financial obligations. They will work with other organization members to manage cash flow effectively.
4. **Reporting financial information:** responsible for reporting financial status to WEF.

DIRECTOR OF FUNDRAISING

The Director of Fundraising ensures WYC's financial sustainability by developing and implementing strategies that generate the resources needed to achieve its mission and objectives.

1. **Developing and implementing fundraising strategies:** Create a comprehensive fundraising plan that aligns with WYC's mission and goals. The director may develop fundraising campaigns, events, and initiatives to raise money from individual donors, corporations, foundations, and other sources.
2. **Building relationships with donors:** responsible for building relationships with existing and potential donors, cultivating their interest in the organization's mission, and encouraging them to contribute. The director may also work to steward donors, informing them about the impact of their gifts and expressing gratitude for their support.
3. **Tracking and reporting on fundraising performance:** The Director of Fundraising monitors the progress of fundraising initiatives and tracks the WYC's overall fundraising performance.
4. **Collaborating with other leadership:** The Director of Fundraising works closely with other directors, such as marketing and communications, to ensure that fundraising efforts align with broader organizational goals. The director also works with the treasurer to ensure funds are properly managed and allocated.

ASSISTANT DIRECTOR OF FUNDRAISING

The Assistant Director of Fundraising supports the Director in achieving the WYC's fundraising goals. The assistant director generates ideas, manages events, prepares reports, and builds relationships with donors.

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DIRECTOR OF EDUCATION

MATERIAL SUPPORT AND POETRY CONTEST

The Director of Education ensures the educational impact and success of WYC and the communities it supports. The two major tasks for the term are maximizing materials on the Amazon wish list for Wegene's Knowledge Center in Ethiopia and the yearly Poetry contest.

1. **College Networking Day:** plan and execute a college networking day for Wegene Youth Club members. Manage the college and career networking platform.
2. **Amazon Wish List:** Manage the Amazon Wish List educational resources and maximize the number of items purchased by donors for the students at the WEF Knowledge Center in Ethiopia. WEF will update the list based on needs.
3. **Yearly Poetry Contest:** run the WYC yearly poetry contest and plan for a spoken word event in the spring.
4. **Collaborating with other teams:** Collaborate with other teams to help with any events and activities that arise.

ASSISTANT DIRECTOR OF EDUCATION

MATERIAL SUPPORT AND POETRY CONTEST

The assistant director of Education supports the Director of Education in achieving the WYC's educational goals.

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DIRECTOR OF COMMUNITY OUTREACH

RESPONSIBLE FOR TESFA "HOPE" CAMPAIGN AND MEMBERSHIP

The Director of Community Outreach ensures the community engages with and supports WYC. The main focus of the outreach is securing sponsorship for Wegene’s children’s education through the Tesfa ‘Hope’ Campaign and tracking membership.

1. **Tesfa Campaign:** Oversees the children’s educational sponsorship campaign for \$360/child/year. Twenty children need sponsorship every year.
 - a. Promote sponsorship to ensure that every child is sponsored
 - b. Manage the sponsorship list to make sure that it is up to date
 - c. Send update messages and thank you letters to sponsors
 - d. Work with the treasurer to make sure that sponsors have submitted donations.
2. **Manage membership:** Work on increasing membership.
 - a. Keep track of current membership.
 - b. Community outreach to increase membership

ASSISTANT DIRECTOR OF COMMUNITY OUTREACH

ASSIST WITH TESFA “HOPE” M CAMPAIGN AND MEMBERSHIP

The Assistant Director of Community Outreach works with the director to support the team in achieving WYC’s membership and Tesfa campaign goals.

3. **Tesfa Campaign:** work with the director to oversee the children’s educational sponsorship campaign for \$360/child/year. Twenty children need sponsorship every year.
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 - d. Work with the treasurer to make sure that sponsors have submitted donations.
4. **Manage membership:** work with the director to increase membership.
 - a. Keep track of current membership.
 - b. Community outreach to increase membership

DIRECTOR OF COMMUNICATIONS

NEWSLETTER AND BLOG

The role of the Director of Communications for WYC is to run the newsletter and blog.

1. **WYC Youth for Good Newsletter:** The Director of Communications is responsible for the monthly newsletter from September to June. The director develops stories and gets them published and distributed on time. (5 Newsletters for the term)
2. **WYC Blog:** The Director is responsible for the bi-monthly blog for WYC from September to June. (5 blogs for the term)
3. **Recruit writers from WYC members:** The director can recruit writers and create a writing team from WYC members.

Please submit the following for this position:

- **Writing Sample**
- **Please submit your work if you have had an experience with your school newsletter or journalistic articles.**
- **Indicate any blogging experience.**

2025/26 Newsletter - Youth For Good (First Friday of the Month)

October
December
February
April
June

2025/26 WYC Blog (Last Fridays of the Month)

September
November
January
March
May

ASSISTANT DIRECTOR OF COMMUNICATIONS

The assistant director of Communications supports the director with the Newsletter and Blog. The role of the Director of Communications for WYC is to run the newsletter and blog.

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DIRECTOR OF MEDIA & MARKETING

MAKING ADVERTISING MATERIAL AND MANAGING MEDIA

The Director of Media & Marketing develops and implements digital and traditional media strategies. The director is critical in ensuring that the organization's message and mission are effectively communicated through various media channels. The director also manages branding and design and collaborates with other leaders to ensure that media and marketing efforts are integrated with the WYC's broader mission and objectives. Responsibilities include:

1. **Developing a marketing and media strategy:** develop a comprehensive strategy that aligns with the organization's mission and goals.
2. **Managing digital and social media:** manages the organization's digital and social media presence, ensuring that WYC's message is effectively communicated through these channels. This involves developing digital marketing campaigns and analyzing digital marketing data. The goal is to increase our media presence, increase followers, and promote WYC.

3. **Managing traditional media:** develop and manage media relationships with traditional media outlets, such as newspapers, television stations, and radio stations, to ensure that WYC's message is effectively communicated through these channels.
4. **Collaborating with other departments:** works with other directors within the organization to ensure that media, marketing, and technology efforts are aligned with broader WYC's goals.

Note: There must be a minimum of weekly activity on social media. Pre-event: Daily activity

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WYC BOARD OF DIRECTORS

Wegene Youth Club (WYC) comprises nine boards of Directors. To be eligible for a board seat, you must have dedicated two years of service as a WYC leader and be chosen by both the current board and the program director. Serving on the board is a two-year commitment, and meetings are held every six to eight weeks. The board plays a crucial role in overseeing and managing the program, with responsibilities that typically include:

1. **Governance and Strategic Planning:** The board of directors is responsible for establishing the organization's overall mission, vision, and strategic direction. They develop and review strategic plans, set goals and objectives, and ensure that the organization's activities align with its mission.
2. **Financial Oversight:** The board is responsible for the financial health and sustainability of the organization. This includes approving annual budgets, reviewing financial statements, ensuring proper financial controls are in place, and overseeing fundraising efforts. Board members may also be involved in seeking grants and donations to support the organization's work.
3. **Policy Development and Compliance:** The board establishes and reviews organizational policies and procedures to ensure legal and ethical compliance. This includes developing codes of conduct, conflict of interest policies, and other governance policies. Board members are expected to act in accordance with these policies and hold others accountable for their adherence.
4. **Selection and Evaluation of Co-Directors and Assistants:** The board brings in, supervises, and evaluates the performance of the co-directors of the organization. They provide guidance, support, and oversight to the co-directors, ensuring they effectively lead the organization and achieve its goals.
5. **Board Development and Recruitment:** The board is responsible for its own composition and development. This includes recruiting new board members with diverse skills and backgrounds who can contribute to the organization's mission. The board also provides orientation and ongoing training to its members to enhance their effectiveness and ensure good governance practices.
6. **Membership Relations and Advocacy:** The board represents the organization to its members, including donors, partners, and the community at large. Board members may participate in public speaking engagements, networking events, and advocacy efforts to promote the organization's mission and goals.

7. **Risk Management:** The board identifies and manages risks that could affect the organization's reputation. This includes assessing appropriate media presentation and operational risks, ensuring appropriate events and public presentation.
8. **Evaluation and Accountability:** The board regularly evaluates the organization's programs, services, and overall performance to assess its impact and effectiveness. It holds the co-director and volunteers accountable for achieving organizational goals and fulfilling the mission.
9. **Fundraising and Resource Development:** Board members often play a significant role in fundraising activities. They may contribute financially, participate in donor cultivation and stewardship, and leverage their networks to secure resources for the organization.
10. **Public Relations and Community Engagement:** The board members act as ambassadors for the WYC, promoting its work and building relationships within the community. Board members may attend community events, engage with the media, and advocate for the WYC's mission and values.