



We're Better Together

Director of Operations

About us

Mission: Connect professionals of African descent to opportunities and demystify the myths about professional and personal success.

Vision: Bridge the gap amongst professionals from African descent around the world to facilitate networking, collaboration, and innovation.

Value: Connection, Collaboration, Celebration.

[WeNetworkNow](#) serves its members through the following programs:

Networking Event: Provide members an array of talented professionals from different backgrounds and professions.

Workshop: Provide a medium where members have the opportunity to network and learn about different topics and skills.

Mentorship: Connects members to the right mentors and mentees for personal and professional developments.

Podcast: Provides cultural and societal awareness and other educational topics through podcasting [**Coming Soon.**]

Responsibilities

- Conduct the day-to-day operational activities such organizing events, managing the organization's website and social media sites, promoting the organization
- Develop and implement operational strategies and procedures
- Manage staff, members, and volunteers
- Oversee the organization's programs and services
- Ensure that the organization's resources are used efficiently and effectively
- Work with the Executive Director to develop and implement the organization's strategic plan
- Represent the organization to external stakeholders

Qualification

- 2+ years of experience in human resources, preferably in a nonprofit organization
- Strong leadership and organizational skills
- Experience with budget and financial management



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- Experience with human resources management
- Excellent problem-solving and analytical skills
- Ability to work independently and as part of a team
- Commitment to WeNetworkNow Organization's mission and values

To apply

Visit us at wenetworknow.org to learn more about our organization

If you are interested in this position, please send your resume to mkonneh@wenetworknow.org