

**Working board Title: Secretary/Media**

Reports to: Program Director

Are you someone who feels that being of service to others is fulfilling? Are you searching for a position that is meaningful? We are seeking a volunteer with these values.

Meals on Wheels Northwest Dakota County is a 501(c)(3) community-based service that provides fresh, nutritious meals delivered directly to the homes of seniors and individuals with disabilities throughout Apple Valley, Burnsville, Eagan and Savage. In addition to regularly providing healthy foods, caring volunteers provide social connections that helps meal recipients remain living independently in their own homes. We operate in virtually every community in America to address hunger and isolation. **Our locally based program delivers to Apple Valley, Burnsville, Eagan and Savage (Northwest Dakota County). We are housed out of Faith Covenant Church (12921 Nicollet Ave Burnsville, MN 55337).**

**Key duties and responsibilities:**

- Records, distributes, and maintains minutes from all team meetings.
- Manages team correspondence, such as thank you notes and general emails.
- Maintains important team documents, contact lists, and records.
- Helps track volunteer hours and contributions for reporting.
- Maintains media accounts and chapter website.

**Qualifications:**

- Must be reliable and dependable.
- Proficient in Excel and online applications.
- Flexibility and patience.
- Self-directed, organized, detail oriented.
- Strong communication and collaborative skills.
- Prior non-profit or governance experience is beneficial but not required.
- Able to commit time to the organization and attend regular meetings.

**Time Commitment:**

- Board meetings; 6 times per year.
- Participation in fundraising and special projects as needed.
- Additional time for committee work or individual tasks.
- Preferred term limits, no less than two years no more than 3 years.

**Compensation:**

This is a volunteer position that does not include benefits or pay. However, working on the board for MOW is an incredible opportunity to grow personally and professionally through meaningful service and to grow your network with other community leaders and professionals.

**HOW TO APPLY:**

Send an email of interest to Anne Capitani, Program Director  
651-485-6286  
acapitanimow@gmail.com

