National MPT Hubs Coordinator

META PEACE TEAM **HUBS** ARE GROUPS OF VOLUNTEERS IN GENERAL GEOGRAPHIC AREAS AROUND THE COUNTRY WHO IDENTIFY WITH AND ARE DOING THE WORK OF MPT.

MPT's National MPT Hubs Coordinator needs to be a person who is…

- Very detail-oriented
- Has great communication skills (in both speaking and writing)
- A self-starter
- Does well working both independently and…
- …cooperatively as a team member, utilizing a consensus model of decision-making.

The Coordinator must have a good familiarity with MPT operations and culture. The Coordinator must work cooperatively with the MPT headquarter (Lansing office) staff to ensure awareness of Hub activities. It is also extremely important for the Coordinator to maintain communication with the MPT Operations Manager to provide necessary clarification and guidance.

Key Hub Coordinator Responsibilities

- Understands and embraces MPT's Mission/Vision, 4 Pillars of our work, and the MPT culture.
- Ability to listen and is detail oriented
- Fundraising coordination with each Hub.
- Work with Hubs on sustainability.
- Encourage/maintain networking *between* the Hubs;
- Encourage and foster Hubs' social networking (Facebook, Twitter, Instagram, etc.).
- Facilitate coordination between the MPT Training Committee and Hubs to organize trainings.
- Ensure that Hub correspondence, Agendas, Minutes, etc. are maintained/filed at MPT's main office in Lansing.
- Update MPT's Hubs Page on the website, and the calendar of events with Hubs activities
- Submit Hub's activities and requests for participation to main office for inclusion in biweekly Listserv.
- Update and pull contact lists from the MPT database.
- Provide a written summary report on Hubs activities for the monthly Core Meetings.
- Attend/participate in the monthly Core Meetings (either in person or remotely) and as needed with MPT Committees (Training, International Teams, etc.)
- Submit financial records, receipts, and invoices (as they arise) on a timely basis to the Operations Manager
- Adhere to MPT's protocols on confidentiality, financial stewardship, record retention, and intellectual property
- At least once a year, the Coordinator is expected to visit each Hub site (as costs incurred paid by MPT)

Key Coordinator Duties

- Read staff and Core meeting Minutes to maintain knowledge of organization activities.
- Contact each of the MPT's Hub site organizers/leadership a minimum of every two weeks. These Check-ins will include:
    - How are things going overall?
    - What events/teams may be forthcoming?
    - What trainings are forthcoming?

- What kind of support can MPT can offer/provide (both currently/immediately and "eventually")? It is important for MPT to know what support is needed in the future.)

- MPT's Current and Pending Hubs:
  - California – Bay Area
  - California – Southern/Border
  - Connecticut
  - Michigan – Detroit
  - Michigan – Northern
  - Michigan – Washtenaw County
  - New York – Capital Area
  - Virginia - Roanoke
- A brief, highlight report will be submitted to the MPT Operations Manager bi-weekly on Mondays. These reports will be reviewed at the Tuesday MPT staff meetings.
- The MPT Operations Manager should be contacted immediately for anything that is deemed "**Urgent**."
- Facilitate/maintain Hub clearinghouse of MPT materials:
  - Flyers
  - Training Descriptions
  - Training Manuals
  - Brochure Template
  - Business Card Templates
  - Sample Training Announcement flyer
  - etc.

WHEN:

The contractor is responsible for setting and maintaining his/her own schedule. The contractor understands that s/he is not an employee and is not having employment taxes withheld from the contract price.

WHERE:

The contractor may work from their home, or from the Meta Peace Team offices: 201 W. Miller Rd.; Lansing, MI 48911

Remuneration:

The National MPT Hubs Support person is funded by a grant from the Adrian Dominican Ministry Trust. The contractor will receive $800 biweekly until this fund is exhausted or more funds become available.

X_____

Contractual Employee

X_____

Operations Manager: Mary L. Hanna

X_____

Personnel Manager: Paul Pratt