



Onsite Networking Program Manager

Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

Position Overview

The Onsite Networking Volunteer will assist with the organization of YNPNdc networking events. Currently these events include the monthly happy hours and bimonthly coffee hours. Other one-off events such as, but not limited to, museum outings, hikes, and dinners, will also be added. Additionally, the Onsite Networking volunteer will have the opportunity to network during these events. This position will report to the Director of Networking.

Primary Responsibilities

- Assist with the setup and breakdown of the event area.
- Ensure that all attendees are checked-in.
- Encourage and inform attendees of upcoming YNPNdc events.
- Answer any YNPNdc-related questions from attendees. Board Members will be onsite to help with this.
- Aid with any needed programming facilitation support.
- Engage attendees of events in conversation.
- Be an alternative to provide post-event details such as the final attendee list to the YNPNdc Communications and/or Programs teams, if needed.
- Work with the Director of Networking to:
 - Recommend programming ideas, including recommendations for new venues or event formats
 - Assist with event planning (meeting details, vendor communications, and other items)
 - Be a secondary event moderator
 - Create basic program materials
 - Provide support for post event details and feedback

Preferred Qualifications - As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Excellent interpersonal and customer service abilities.
- Strong organizational skills.
- Interested in the non-profit field and YNPNdc mission and vision.



- Ability to dedicate time to the position and organization (2-4 hours per month, must attend at least 5 networking events in one year).

Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>