



Position Description: Engagement Officer

About this Youth Executive Council Position

The Engagement Officer supervises the process of accepting new youth volunteers and making recommendations. The officer's purpose is to seamlessly introduce potential young volunteers to Miracle Foundation's mission and direct them to the volunteer opportunities that best suit their interests.

Responsibilities:

- Keeps track of the youth volunteer documentation and keeps a record of the activities youth volunteers have participated in
- Keeps track of volunteer hours
- Directs youth and finds ways to improve the volunteering and membership process
- Updates the new member resources when necessary to provide status checks and updates on availability and roles

Requirements

Youth Executive Council Members must exemplify the following:

- **JOB SPECIFIC:** Knowledge of, or capability to learn, how to use Google Drive, Google Sheets, and Gmail
- **JOB SPECIFIC:** Highly organized and structured; consistent
- **JOB SPECIFIC:** Excellent people skills and preferably experience working with youth
- Global perspective, belief in our mission, and a passion for making a difference
- Excellent verbal and written communication skills
- Organized and detail-oriented, with effective time-management skills
- Strong work ethic, the ability to follow through, and a willingness to do what needs to be done, no matter how large or small
- Dependable, self-motivated, and conscientious
- Outgoing and enthusiastic, with a positive attitude
- Must be a current or incoming high school student

About Miracle Foundation

Our vision: A family for every child in our lifetime.

Our mission: To empower vulnerable children to reach their full potential.

Our work: Miracle Foundation is an international nonprofit that helps orphans and foster children find a safe, stable, and permanent family. Whether in an orphanage or in the Foster Care System, our vision is a family for every child in our lifetime.

For the past 23 years, Miracle Foundation has been dedicated to improving the lives of children. In 2022 alone, we supported more than 170,000 children—and this is just the beginning of our vision. Today, we are a world leader in ending the need for orphanages and ensuring children grow up in safe, stable families. To achieve this, we are actively uniting children with families, partnering with frontline workers, preventing children from entering the system whenever possible, and stabilizing placements for children until they find a forever family.

Miracle Foundation has consistently received the highest ratings from Charity Navigator and other watchdog organizations that assess charities' effectiveness and financial transparency. Our goal is to allow a new generation of high school youth to actively lead the campaign in making a better world for vulnerable children.