



## Position Description: Technical Officer

### About this Youth Executive Council Position

The Technical Officer oversees Miracle Foundation's technology-based activities and work. They serve prominently as tech-support. Anything involving data, statistics, or graphics are overseen by this officer. They would be involved in not only data-gathering, but graphic design and analysis/creation, and they help/lead programming projects.

#### Responsibilities:

- Supervises the technical aspects of Miracle YEC blog posts (uploading, updating, etc.)
- Organizes technical/programming related projects (including establishing a system where volunteers can virtually upload volunteer hours & get approved by engagement officers)
- Carries out numerous duties that include creating regular reports for use by others
- Directs a team of tech specialists to carry out some of the aforementioned responsibilities
- Uses Miracle Foundation's impact data to its fullest potential to create eye-catching posters to increase outreach
- Provides information to other young volunteers on the technological side of Miracle Foundation and how to get involved online.

### Requirements

Youth Executive Council Members must exemplify the following:

- **JOB SPECIFIC:** Knowledge of, or capability to learn, the different relevant technology platforms
- **JOB SPECIFIC:** Basic understanding of programming languages
- 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.