



Position Description: Vice President

About this Youth Executive Council Position

The Vice President manages internal communications on the council and co-manages the executive council with the President and Director.

Responsibilities:

- Organizes internal communications and keeps regularly-timed updates on events and notices
- Creates meeting agendas and blueprints
- Together with the President/Director, organizes and manages the project planner and makes sure deadlines are reached
- Assists the President and Director with their duties
- Attends all meetings, takes notes and minutes, and informs the group of any absent participants
- Organizes the Google Drive and provides council members instructions on how to use it
- Brainstorms and implements youth-volunteer programs; helps manage current volunteer programs

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:** Innovative and willing to brainstorm new ideas and put them into action
- **JOB SPECIFIC:** Public Speaking skills
- 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.