



Four Oxen's Mission is to promote and support those who protect and nurture the most vulnerable members of our society. We pursue our mission through two main programs – our Passion Project Internship, as well as the Four Oxen Scholarship.

Four Oxen operates without any paid staff – we are a completely volunteer workforce. This allows us to keep our overhead low, and all donations can go directly to scholarships and the administration of our programming.

The below volunteer description is to fill a perceived need within our organization. While one can hope for candidates who embody all of the stated qualifications and abilities, we understand that many will not, nor would they necessarily have the time to do everything, and that is okay! Even if you are qualified to do only part of the below description, that can still be of help! We are not necessarily looking for one person to fill a position, but are looking for multiple volunteers to fill a need.

Please reach out, be honest about your abilities and limitations, and join us in doing good work!

VOLUNTEER POSITION:

Nonprofit Administrator

PURPOSE:

A nonprofit administrator's main responsibility will be to manage, administer, and advise on various aspects of short-term and long-term projects and operations.

Additional responsibilities might include: training, onboarding, mentoring, writing policies and procedures, research, etc.

QUALIFICATIONS:

Bachelor's Degree, or equivalent experience

Collaborative nature

Sense of humor

Passion for service

REMINDER: This is a volunteer position and there is no monetary compensation.

Please email your cover letter and resume to info@fouroxen.org

In your cover letter, please be sure to explain why you are looking to volunteer with Four Oxen, and what you are hoping to gain from this experience. Also, please let us know on average how many hours per week or month you would be willing to volunteer, and if there are any other limitations on your availability of which we should be aware.