



Black Gay Men's Network of Ontario

Our Mission

The Black Gay Men's Network of Ontario is a centralized hub for same-gender-loving men of African, African diaspora, Afro-Latino, Caribbean, and Black identities who live, play, and work in Ontario, Canada.

Our Goal

Our goal is to provide cultural, intergenerational, and mentorship opportunities, leadership, self-development and empowerment as well as activism support aimed at improving the lives of Black queer people in Ontario.

Volunteer Role

Executive Administrative Assistant

Description

BGMN is hiring an Executive Administrative Assistant who will be a member of the BGMN Provincial Steering Committee and under the direction of the Executive Lead. This motivated and creative individual will deliver efficient administrative support in a well-organized and timely manner.

Time Commitment

8-12 hours monthly/2-3hrs weekly

Location

Virtual and in-person meetings with advanced arrangements

Responsibilities:

These include

1. Maintaining BGMN standards as outlined via volunteer training and related ethics, confidentiality, and privacy forms
2. Participation on on Steering Committees as appropriate and able to provide high-level overview/updates to the team
3. Act as the point of contact between the Steering Committee and external clients
4. Assist with Steering Committee meetings and appointments and provide reminders
5. Assist with meetings with other organizations and stakeholders as appropriate
6. Take and organize Steering Committee meetings and other related meeting minutes

7. Assist with the development and implementation of efficient documentation and filing system

Required Skills

1. Proficient in reading, writing, and speaking in English
2. Either 1+ years of administration experience or related education
3. Outstanding organizational and planning abilities
4. Experience with Google Suite
5. High-level verbal and written communication skills
6. Maintenance of confidentiality and privacy

Beneficial Skills

1. Fluency in French and/or another language
2. Previous volunteer experience
3. Experience working with ACB 2SLGBTQ+ populations
4. Ability to travel as needed to execute and support events

To apply, please complete the [BGMN Volunteer Form](#). Our Volunteer Coordination will communicate next steps.