



Job Title: Secretary

Job Type: Volunteer

Reports To: President

Updated: March 2026

About A Blossoming Rose Inc.:

BRI (Blossoming Rose Inc.) is a community-centered organization dedicated to improving mental health awareness, access, and education within underserved and minority communities. Rooted in compassion, cultural humility, and lived experience, BRI was created to break the stigma surrounding mental health and provide safe, affirming spaces for healing and growth. Our core values include integrity, advocacy, empowerment, collaboration, cultural awareness, and generational impact. We are committed to nurturing resilience, restoring hope, and helping individuals not just survive — but truly blossom.

Position Summary:

Our mission is to empower individuals and families ages 15–50 through therapy services, support groups, crisis support, and transformative community programs. We believe that healing happens in community — and that everyone deserves access to culturally responsive care, emotional support, and opportunities for personal development.

The Secretary helps keep our organization organized and running smoothly. This role supports meetings, events, and communications and is perfect for someone who enjoys staying organized and working behind the scenes to make a difference. **This position requires approximately 3–5 hours per week, with additional time during events as needed.**

Position Responsibilities:

The Secretary helps keep our nonprofit organized, connected, and running smoothly. This role supports meetings, events, and communication efforts.

- ◇ Schedule meetings and send reminders
- ◇ Attend meetings and take clear, organized notes (meeting minutes)
- ◇ Share meeting notes with the team after each meeting
- ◇ Help create simple event surveys
- ◇ Collect completed surveys during events
- ◇ Attend and support organizational events
- ◇ Keep track of basic event information and participation numbers
- ◇ Update our Event Tracker with event details
- ◇ Create or edit flyers for upcoming events
- ◇ Help keep our website submissions up to date
- ◇ Maintain and update contact and subscriber lists
- ◇ Update email lists after each event to ensure accurate communication

Qualifications:

- ◇ Strong organizational skills and attention to detail
- ◇ Comfortable taking clear meeting notes
- ◇ Basic computer skills (email and document editing)
- ◇ Reliable and able to follow through on tasks
- ◇ Interest in supporting the mission of the nonprofit

Please submit your resume on our website to apply.