

Calgary Marathi Association
Job Description – BMM Coordinator



Job title: BMM Coordinator

Work Location: Calgary

Reports to: BMM and BOT, CMA

Full-time

Part-time

Paid

Volunteering / Not Paid

Job Description:

Represent CMA on BMM and works as a communication channel between EC, BOT CMA and BMM

Essential Duties and Responsibilities:

- Represents Calgary Marathi community Association and its members to Brihan Marathi Mandal <http://www.bmmonline.org/>
- Works as a coordinator between BMM and CMA BOT for all events and communications
- Responsible to educate and inform CMA members about various BMM activities/happenings throughout the year.
- BMM helps/promote local artists talent in North America by funding or organizing their programs in various cities. Being BMM representative he/she responsible to search such local talent from the community and present it to BMM in consultation with CMA BOT
- Approach BMM for support for CMA programs to promote Marathi Language, Art and Culture
- Responsible for carrying out all the related communication for BMM convention.
- Represents CMA while voting at BMM presidency election at the convention.

Qualifications:

- Excellent communication skills
- Prior experience of working with Marathi Mandals at Executive Committee level
- Be committed to the welfare of Marathi community
- Good listening skills
- Be able to initiate and influence positive changes in the Marathi community at local as well as International level.