

Volunteer Project Manager

Organization: AI Nexus for Black Innovators (AINBI)

Location: Remote, Canada

Time Commitment: 5–7 hours per week

Term: Six months

Position Type: Volunteer

Application Deadline: August 15, 2026

Website: <https://ainbi.org/>

About AINBI

AI Nexus for Black Innovators (AINBI) works to increase the participation, leadership, and visibility of Black communities in artificial intelligence, technology, innovation, and public policy. We bring together professionals, students, researchers, community leaders, and partners to support education, advocacy, research, and inclusive innovation.

About the Role

AINBI is seeking an organized and dependable **Volunteer Project Manager** to help coordinate projects, support team members, track activities, and ensure tasks are completed on time.

This is an entry-level opportunity for a student, recent graduate, early-career professional, newcomer, or community member who wants to gain practical experience in project management, nonprofit leadership, and team coordination.

Extensive project-management experience is not required. Training, guidance, and support will be provided.

Key Responsibilities

The Volunteer Project Manager will:

- Coordinate AINBI projects, programs, webinars, meetings, and community activities.
- Help develop simple project plans, timelines, task lists, and work plans.
- Assign and track tasks in collaboration with team leads.
- Follow up with volunteers and team members on deadlines and action items.
- Schedule virtual meetings and send meeting invitations.
- Prepare meeting agendas and take meeting notes.
- Maintain project trackers, calendars, and shared documents.
- Organize files and ensure project information is easy to access.
- Support communication between volunteers, team members, speakers, and community partners.
- Monitor project progress and provide short updates to AINBI leadership.
- Identify delays, challenges, or missing information and raise them early.
- Help coordinate webinars, workshops, consultations, and public events.
- Support speaker outreach, registrations, event materials, and follow-up.
- Assist with volunteer onboarding and team coordination.
- Help team members understand their responsibilities and deadlines.
- Complete basic administrative and project-related tasks as needed.

Who Should Apply

This opportunity may be a good fit for:

- College or university students
- Recent graduates
- Early-career professionals
- Newcomers seeking Canadian experience
- People changing careers
- Community volunteers interested in leadership
- Individuals interested in nonprofit, technology, or community projects

Applicants may have a background or interest in:

- Project management
- Business administration
- Public administration
- Communications
- Event planning
- Technology
- Community development
- Nonprofit management
- Human resources
- Public policy

Skills and Qualifications

We are looking for someone who has:

- Strong organizational skills.
- Good written and verbal communication skills.
- The ability to manage several tasks at the same time.
- The ability to follow up respectfully and professionally.
- Good attention to detail.
- Basic knowledge of Microsoft Office or Google Workspace.
- The ability to work independently in a remote environment.
- The ability to meet deadlines and ask for support when needed.
- A positive, collaborative, and respectful approach.
- An interest in artificial intelligence, technology, innovation, or Black community development.

Previous project-management experience is not required.

Experience coordinating school projects, volunteer activities, community events, student groups, or workplace assignments is an asset.

Helpful Tools

Experience with any of the following is helpful but not required:

- Google Drive, Docs, Sheets, and Calendar
- Microsoft Word, Excel, Teams, or Outlook
- Zoom
- Trello, Asana, Monday.com, or another task-management platform
- Canva
- Event registration or webinar platforms

What You Will Gain

This volunteer opportunity provides:

- Practical experience in project management and team coordination.
- Experience working with a growing nonprofit organization.
- Training and support from AINBI leadership.
- Opportunities to coordinate real projects and public events.
- Experience using project trackers, timelines, and team-management tools.
- Professional networking opportunities.
- The opportunity to strengthen your résumé and leadership skills.
- A reference letter after successful completion of the volunteer term.
- Recognition for your contributions to AINBI's work.

Time Commitment

The volunteer will contribute approximately **5–7 hours per week for six months**.

The position is fully remote and offers flexible working hours. The volunteer will also attend occasional virtual team meetings, webinars, and events.

Equity and Inclusion

AINBI strongly encourages applications from Black students, recent graduates, newcomers, people with disabilities, and individuals who are underrepresented in technology and leadership roles.

Applicants do not need to meet every qualification. We value reliability, communication, community knowledge, enthusiasm, and a willingness to learn.

How to Apply

Interested applicants are invited to submit:

- A current résumé
- A short cover letter explaining their interest in the position
- A brief example of a project, event, school assignment, or volunteer activity they have helped coordinate

Please send your résumé and cover letter to contact@ainbi.org with the subject line:

Volunteer Project Manager – AINBI

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We thank all applicants for their interest. Only those selected for an interview will be contacted.

Join AINBI

This role is an opportunity to build practical project-management experience while helping a growing organization coordinate meaningful work in artificial intelligence, innovation, and Black community development.