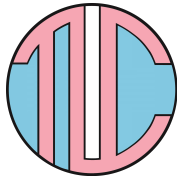


Article Writer – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Hybrid: on-location or remote as needed

Role title:	Article Writer. May be referred to as writer.
Primary Division:	Project Out There (POT)
Division Notes:	Writing Team
Reports to:	Current Executive Director (ED) or Senior Writing Coordinator (SWC)
Duration:	Ongoing, indefinite
Great early experience for:	Content writer, editorial assistant, communications associate, or staff reporter



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the writer role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the POT writing team and its resources.

Writing: Writes news reports, editorials, and story-based media in a timely manner to TUC's growing repository of articles under the direction of the SWC or ED.

Interviewing: For stories containing an interview subject, may schedule and conduct virtual or in-person meetings for interview coverage.

Process Improvement: Works with leadership to provide suggestions on how to improve the writing process and team dynamics.

Time Expectation: Writer should expect up to approximately 2-5 volunteer hours per week.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the POT writing team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.