

Data Security Assistant – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

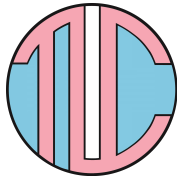
Role title: Data Security Assistant. May be referred to as DSA.

Primary Division: Technical Team

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Information security analyst, data privacy coordinator, compliance assistant, or cybersecurity associate



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 DSA 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 technical team and its resources.

Data Security: Develop workflows and frameworks to protect user data provided to us by applicants, clients, and volunteers. Strengthen the security of the TUC website and storage centers.

Legal Compliance: Adhere to compliance laws regarding use and storage of user data.

Cost Analysis: Advise on associated costs stemming from alternative options and submit predicted cost reports for leadership to review.

Time Expectation: DSA 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 technical 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.