

Effectiveness Coordinator – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

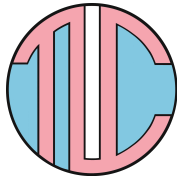
Role title: Effectiveness Coordinator. May be referred to as eff. coord. or EC.

Primary Division: Administrative Team

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Project Coordinator, Operations Assistant, Program Analyst, Process Improvement Specialist, or Program Manager



Duties:

General Provision: The following duties are non-exhaustive. Additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the EC 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 administrative team and its resources.

Process Improvement: Observe operational patterns within TUC. Develop workflows, recommend and test productivity tools, and collect efficiency data to optimize team operations.

Meeting Sit-In: Join set meetings across multiple teams to assess weak points in productivity.

Reporting: Create detailed advisory reports proposing best-effort recommendations for changes in tools, platforms, and workflows based on evaluation of alternatives and careful analysis.

Time Expectation: EC should expect up to approximately 2-5 volunteer hours per week. This can vary based on changes in demand, with accommodations discussed in advance.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments.

The EC shall act as an advisory role on behalf of the administrative team in relation to the remainder of TUC as a broader organization and its other teams.

Role Flexibility: This volunteer role serves to further expand the administrative 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.