

Senior Writing Coordinator – Trans Unity Coalition (TUC)

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

Role title: Senior Writing Coordinator. May be referred to as senior writer or SWC.

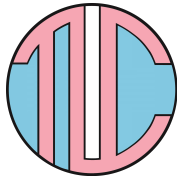
Primary Division: Project Out There (POT)

Division Notes: Writing Team

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Editorial director, content team lead, publishing manager, or senior content strategist



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 SWC 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.

Recruitment: Will assist the ED with brainstorming and implementing recruitment campaigns and strategies for attracting writing talent to TUC.

Will communicate with either the recruitment manager (RM), ED, or other designated person for onboarded volunteers interested in writing opportunities within TUC. May assist the RM and ED with interviewing new writers.

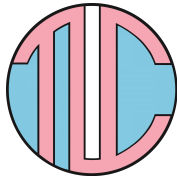
Writer Management: As SWC, a primary goal of this role is to guide and assist other writers on TUC's team. To accomplish this, the SWC will check in with writers on the POT writing team for progress updates, support, identification of resource need or accommodation, deadline reminders, and more. This may be accomplished through 1-on-1 management, group team meetings, and writer performance review.

Any identified need for individual writers or the writing team as a whole shall be communicated to the ED. This duty may expand over time to include more delegated responsibilities over the POT writing team.

Financial Expense: The SWC may have advisory duties related to expenses and financial allocation for the writing team, such as marketing, materials, events, fundraising opportunities, and more.

Networking: Will handle outreach tasks including cold emailing, cold calling, meeting (virtually and in-person) with potential professional partners and collaborators, and other networking opportunities.

Time Expectation: SWC should expect up to approximately 5-10 volunteer hours per week.



Additional Definitions:

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.