



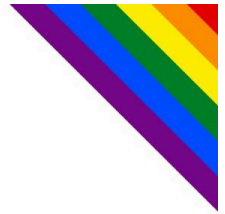
Project Q&A

P.O. Box 54

Independence, KS 67301

www.projectqna.org

Education, Empowerment, Visibility



Administrative Coordinator

Project Q&A is looking for an individual to fill the role of our Communications Coordinator. Project Q&A is the leading nonprofit organization working to educate, empower, and raise visibility for the over 2.9 million LGBTQ individuals who call rural America home. The Administrative Coordinator works with the executive director to develop policies and procedures. The Administrative Coordinator will work to ensure that Project Q&A's financials follow best practices and oversee QuickBooks until the hiring of an accountant. In addition, the administrative coordinator will develop data-tracking processes to measure the organization's success and report back to the executive director. This position is perfect for a volunteer passionate about educating rural communities on queer issues, empowering individuals to create change, and raising LGBTQ visibility.

Requirements:

- Knowledge of Generally Accepted Accounting Principles
- Knowledge of Nonprofit Best Practices
- Technical Writing Skills
- Ability to seek out opportunities and work independently
- Google Suite or Microsoft Office
- Creative and Innovative
- And other duties as assigned
- Preferably located in a rural community

Monthly Time Commitment:

5+ Hours

You can spend as much or as little time on this as needed. However, we would like to start approving new policies and procedures beginning in November.

How to Apply:

Please send a resume and brief statement (500 or less) of why you want to serve in this role. In addition, please include any unique skills or talents you will bring to Project

Q&A. Send your resume and statement to Brandon West, Executive Director, brandon@projectqna.org, with the position as the subject line.

Project Q&A Inc. celebrates diversity and is committed to creating an inclusive environment for all individuals to thrive in their roles to serve the LGBTQIA+ community.