



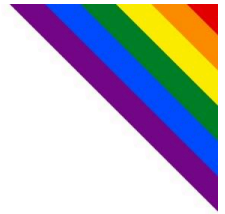
Project Q&A

P.O. Box 54

Independence, KS 67301

www.projectqna.org

Education, Empowerment, Visibility



Chapter 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 Chapter Coordinator will work with the Executive Director to develop guidelines and strategies for creating new Project Q&A Chapters and a membership program. In addition, the Chapter Coordinator will enhance chapter operations and development, focusing on areas like recruitment and retention strategies, leadership transitions, chapter development, and organizational practices. This position is perfect for a volunteer passionate about educating rural communities on queer issues, empowering individuals to create change, and raising LGBTQ visibility.

Duties:

- Develop and monitor an organization-wide membership program that creates and applies solutions that support and encourage membership growth.
- Develop and monitor a chapter program that allows for Project Q&A's strategic growth.
- Create and implement recruitment and retention support for chapters in planning and preparation, tactics implementation, and lessons learned collection.
- Serve as a liaison between chapters and the Operations Manager
- Facilitate presentations to chapters regarding operational best practices and chapter development, risk management, recruitment, member education, officer transition, finances, outreach and engagement, and service-learning
- Assist with the establishment of new chapters
- Follow up with chapters on necessary forms and requirements
- Regularly communicate with active members and volunteers
- Other duties, as assigned

Requirements:

- Ability to lead others; management skills, a plus
- Creative and Innovative
- Preferably located in a rural community

Monthly Time Commitment: 8+ Hours

This position will fluctuate as we develop guidelines and processes for onboarding new chapters. In addition, as Project Q&A grows, this position will also eventually manage volunteers.

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. Applications are also available at projectqna.org/take-action.

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.