



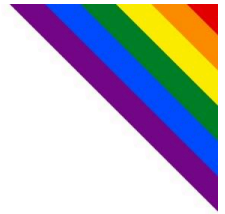
Project Q&A

P.O. Box 54

Independence, KS 67301

www.projectqna.org

Education, Empowerment, Visibility



Volunteer Coordinator

Project Q&A is looking for an individual to fill the role of our Volunteer 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.

We are looking for a competent Volunteer Coordinator to recruit and manage volunteers. You will be responsible for allocating responsibilities and retaining the best people. It takes a competent leader to succeed in this role. You should know how to distinguish talent and do everything possible to motivate and inspire. You must possess excellent organizational skills and the ability to communicate with people from diverse backgrounds and experiences. The goal is to ensure that our organization is always staffed with the best and most reliable individuals and that they are correctly utilized to fulfill our mission. This position is perfect for someone passionate about educating rural communities on queer issues, empowering individuals to create change, and raising LGBTQ visibility.

Duties:

- Communicate with all organization departments to identify available opportunities and needs for volunteers
- Recruit volunteer staff to fit these roles using various resources and techniques
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors
- Regularly communicates with volunteers to ensure the placement is a good fit for individuals' skills and goals
- Maintains files, records, applications, and other data concerning the volunteer program
- Creates drafts, maintains, and publishes guidelines, best practices, and procedures for the volunteer program
- Coordinates volunteer recognition and appreciation events and activities
- Performs other related duties as required

Requirements:

- Ability to lead others
- Creative and Innovative
- Preferably located in a rural community

Monthly Time Commitment: 6+ Hours**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.