



Facebook Facilitator

Volunteer Job Description

Team Leader	<i>Molly Hadfield</i>	Team Leader Title	<i>Online Communities Program Specialist</i>
MWEG Director of Volunteers	<i>Laura van der Horst laura.vanderhorst@mweg.org</i>		

MWEG Vision and Mission

Vision: Women of faith building a more peaceful, just, and ethical world.

Mission Statement: To inspire women of faith to be ambassadors of peace who transcend partisanship and courageously advocate for ethical government.

Position

Facebook facilitators are in charge of approving and rejecting posts submitted to the MWEG Facebook Discussion Group, as well as supervising comments in each post, ensuring that our Facebook platform is a welcoming, optimistic, proactive, bold, courageous, nonpartisan, peaceful, and faithful space.

Tasks

- Work with other facilitators as a team under the direction of the encircle director.
- Approve (or reject) posts submitted to the main MWEG Facebook Discussion group.
- Work with members who submit posts that need reworking before being approved.
- Supervise comments to ensure that those who engage in discussions adhere to the Principles of Peacemaking (PPMs), to the Principles of Nonpartisanship, and to the Inviolable Principles and Practices (IPPs).
- Work with members who violate rules to bring post or comment into compliance; take further actions if the member doesn't comply.
- Occasionally initiate discussions by creating posts and helping get important discussions going when they have stalled.
- Help new members to feel welcome and to learn the culture and rules of MWEG.
- Be a model of MWEG peacemaking at all times. facilitators must always hold themselves to the highest standard in all of discussions on the discussion group, not just when on shift and placing "Mod" before comments.

Skills

All staff and volunteers must commit to operate according to our core values and ideas. These include MWEG's Principles of Ethical Government, inviolable practices and principles, and

Principles of Peacemaking. These should be applied whenever they represent the organization. They must be willing to learn how to use and communicate within the Basecamp collaborative platform.

Position-specific skills include:

- Strong understanding of the culture and mission of MWEG.
- Understanding of the Principles of Peacemaking, Principles of Nonpartisanship, Principles of Ethical Government, the Inviolable Principles, and demonstrated experience living them.
- Ability to work well in a team.
- Ability to communicate in a way that is both direct and kind.
- Thorough understanding of the Facebook platform.
- Willingness to learn about media bias and to stay on top of the news cycle.
- Patience when dealing with our members.

Setting

MWEG staff and volunteers are spread all over the country and rely on technological platforms to facilitate communication. They will be given access to an MWEG Google account, including Gmail and Drive, in addition to Basecamp, an asynchronous communication platform to collaborate virtually with their team. Regular video meetings will take place via Google Meet or Zoom, with an option to call in by phone if needed.

All volunteers are encouraged to be active in their state chapter and to attend local gatherings whenever possible.

Schedule

We ask that volunteers commit to work with our organization for at least one year.

A Facebook facilitator is assigned one four- or eight-hour shift per week. While on shift, a facilitator is not required to be glued to the computer screen at all times, but we do expect her to check in about once per hour, and respond to pending posts and check all comments.

During days when she is off shift, she may be asked by other facilitators to weigh in on pending posts or comments. She may be asked to occasionally cover for a facilitator who is unable to cover her shift.

Training and Supervision

We provide a thorough onboarding checklist and support to help volunteers get familiar with organizational values and technological platforms. Volunteers will have access to ongoing professional development and leadership training. We are committed to matching people to positions that help them extend their skills and meet their professional goals. Mentorship is provided.