



MWEG Central Facilitator

Volunteer Job Description

Team Leader	<i>Anna Greene</i> <i>anna.greene@mweg.org</i>	Team Leader Title	<i>Membership Manager</i>
MWEG Volunteer Coordinator	<i>Laura van der Horst</i> <i>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

MWEG Central Facilitators are responsible for supervising comments in each post and ensuring that our MWEG Central 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 Membership Manager.
- 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 discussions on MWEG Central.
- Work with members who submit posts that need reworking.
- 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.

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 MWEG Central platform, or willingness to learn.
- 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. Occasional video meetings will take place via Google Meet or Zoom, with an option to call in by phone if needed. There will also be training available on MWEG Central and Basecamp.

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 a minimum of three months.

MWEG Central Facilitators will work with the Membership Manager to determine their schedule, depending on their availability. Two hours per week is the minimum time expected and can be more, depending on availability. They will receive some automatic moderation alerts. 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 every couple of hours to check new 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.