



MWEG Utah Community Lead

Volunteer Job Description

Team Leader	<i>Lori Cartwright</i> <i>lori.cartwright@mweg.org</i>	Team Leader Title	<i>Utah State Director</i>
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.

Project or Position

Help us build a vibrant, inclusive network of women across the state by planning and executing local events that promote civic education, bridge-building, and community-building—all in alignment with MWEG’s mission and with the support of the Utah State Directors. In addition to the Community Lead role, we are also looking for committee members for each community. If you are not quite ready for the Community Lead role, but are interested in a smaller role on your community committee, please apply here as well.

When applying please indicate which area lead you are applying for based on where you live.

- Central Utah Community: Beaver, Garfield, Millard, Piute, Sanpete, Sevier, Wayne
- Eastern Utah Community: Daggett, Duchesne, Uintah
- Northern Utah Community: Box Elder, Cache, Rich
- Southeastern Utah Community: Carbon, Emery, Grand, San Juan
- Southwestern Utah Community: Iron, Kane, Washington
- Wasatch Central Community: Salt Lake, Summit
 - We have a Community Lead for this area, but are in need of committee members.
- Wasatch North Community: Davis, Morgan, Weber
- Wasatch South Community: Juab, Utah, Wasatch
 - We have a Community lead for this area, but are in need of committee members.
- West Desert Community: Tooele

Tasks
<ul style="list-style-type: none"> ● Event Ideation & Planning: <ul style="list-style-type: none"> ○ Draft simple event plans (date, venue, objective) in consultation with the communities committee and the state director. ● Logistics & Execution <ul style="list-style-type: none"> ○ Secure venues, supplies, and any guest speakers ○ Coordinate day-of details (set-up, welcome table, agenda flow, clean-up) ○ Make a record of the event with photos/video/quotes and complete the post-event survey form. ● Collaboration & Communication <ul style="list-style-type: none"> ○ Attend monthly Community Leads calls ○ Notify Utah State Directors of advocacy opportunities and civic events in your community that we can add to our communication platforms.
Skills
<p>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 you represent the organization. You must also be willing to learn how to use and communicate within the Basecamp collaborative platform.</p> <ul style="list-style-type: none"> ● This role is great for someone who: <ul style="list-style-type: none"> ○ Loves bringing people together ○ Enjoys organizing details ○ Communicates clearly and promptly, whether in person, by email, or in group chats ○ Feels comfortable facilitating small discussions on civics, service, or bridge-building topics (training and materials provided) ○ Thrives in a collaborative environment
Setting
<p>MWEG staff and volunteers are spread all over the world and rely on technological platforms to facilitate communication. You 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 your team. Regular video meetings will take place via Google Meet or Zoom, with an option to call in by phone if needed.</p> <p>All volunteers are encouraged to be active in their state community and to attend local gatherings whenever possible.</p>
Schedule
<p>We ask that volunteers commit to working with MWEG for at least one year.</p> <p>This Community Lead Volunteer position is roughly 2-3 hours per month planning and hosting events and joining committee calls. The schedule is flexible.</p>
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.