



## MWEG Arizona Community Lead      Volunteer Job Description

<b>Team Leader</b>	<i>Jane Andersen jane.andersen@mweg.org</i>	<b>Team Leader Title</b>	<i>Arizona State Director</i>
<b>Volunteer Coordinator</b>	<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.

### Project or Position

Help 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 Arizona State Director.

When applying please indicate which area lead you are applying for:

- ~~Phoenix Metro: Maricopa and Pinal Counties~~
- ~~Northern AZ: Mohave, Yavapai, Coconino, Navajo, Gila, & Apache Counties~~
- ~~Southern AZ: Greenlee, Graham, Cochise, Yuma, La Paz, Pima, & Santa Cruz Counties~~

### Tasks

- Event Ideation & Planning:
  - Draft simple event plans (date, venue, objective) in consultation with the communities committee and the state director.
- Logistics & Execution
  - Secure venues, supplies, and any guest speakers
  - Coordinate day-of details (set-up, welcome table, agenda flow, clean-up)
- Collaboration & Communication
  - Attend monthly Communities Committee calls
- Reporting & Reflection
  - Submit a brief post-event summary (attendance numbers, highlights, improvement ideas)

### 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.

- This role is great for someone who:
  - 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
  - Can dedicate roughly 2-3 hours per month to planning and hosting quarterly events (schedule is flexible)

### **Setting**

MWEG staff and volunteers are spread all over the world 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 community and to attend local gatherings whenever possible.

### **Schedule**

We ask that volunteers commit to working with MWEG for at least one year.

This Community Lead Volunteer position is roughly 2-3 hours per month planning and hosting events and joining committee calls. The schedule is flexible.

### **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.