



## Nevada Community Coordinator

## Volunteer Job Description

<b>Team Leader</b>	<i>Mychael-Ann Pelo</i> <i>mychael-ann.pelo@mweg.org</i>	<b>Team Leader</b>	<i>State Communities</i> <i>Program Specialist</i>
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### 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

The MWEG Nevada community coordinator is responsible for gathering and nurturing a community that supports members as they fulfill our organization's mission at the state level. She will work closely with MWEG Nevada's advocacy coordinator and receive support from the MWEG Communities team. She will work to grow state membership by fostering relationships and inviting women to participate in applying peacemaking principles to state-specific advocacy efforts and civic engagement.

### Tasks

A community coordinator's tasks include:

- Facilitating engagement in MWEG Nevada's digital gathering space in Central.
- Use ready-made MWEG resources to plan virtual and in-person events that support MWEG's mission, such as:
  - Discussions on peacemaking, media literacy, specific advocacy areas.
  - Interfaith and community-building activities.
- Preparing regular email newsletters with the support of the MWEG communications team.
- Meeting regularly with MWEG Nevada's advocacy coordinator.
- Collaborating using the Basecamp platform with other MWEG state community coordinators to share best practices.

### 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 position is perfect for someone who:

- Is passionate about gathering people and building community.
- Enjoys event planning.
- Is collaborative and organized.
- Would like to enhance their professional skills and resume.

### **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.

### **Schedule**

We ask that volunteers commit to working with MWEG for at least one year. The work of a Community Coordinator for MWEG Nevada will take approximately 2-3 hours a week with a flexible schedule.

### **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.