

Operations Team

Executive Director



POSITION DETAILS

The Executive Director shall oversee a team to manage the day-to-day operations in service to the mission of the organization. The Executive Director works to serve the local queer community by leading a team that is focused on program work dedicated to the three pillars of inclusion, community, and education. The Executive Director is directly responsible for serving as an ambassador, a manager, and a liaison to the Board of Directors.

RESPONSIBILITIES

- Participate in determining the organization's purposes, goals, and service.
- Provide moral and professional support to help achieve the organization's goals.
- Actively participate in the overall planning process and monitor progress.
- Evaluate programs and assess their effectiveness.
- Contribute to ensuring financial resources to fulfill the organization's mission.
- Assist in developing the annual budget and implementing proper financial controls.
- Ensure the organization complies with legal standards and maintains ethical integrity.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.

SPECIFIC DUTIES

- Overseeing the work completed by the Operations Team.
- Report to and support the Board of Directors, as administered by the President.
- Overseeing the key program communications of the organization to include:
 - Monitoring daily emails and communications from stakeholders.
 - Maintaining and updating electronic platforms.
 - Communicating and negotiating key details for events, training, and meetings.
- Oversee administrative work for the organization, including: (SO-4.4)
 - Participate in preparing meeting agendas and shared documentation.
 - Organizing and maintaining records, records systems, and records retention.
 - Oversee management of storage areas and facilitating inventory.
 - Administering the purchase of subscriptions, event fees, and supplies.
 - Authorizing reimbursable expenses.
 - Administering bank account and debit card access.
- Serve as as an ambassador for the organization to include: (SO-3.4)
 - Presenting to stakeholders.
 - Prepare public announcements or press releases.
 - Work with community members and representatives of other organizations.

Operations Team

Volunteer Coordinator



POSITION DETAILS

The Volunteer Coordinator shall assist with overall coordination of volunteer activities and recruiting to support program and mission deliverables. Core duties include the advertisement, recruitment, processing, and review of new volunteers, assigning duties, and communicating volunteer needs to the community.

RESPONSIBILITIES

- Provide moral and professional support to help achieve the organization's goals.
- Evaluate assigned programs and assess their effectiveness.
- Provide inputs for an annual budget.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.
- Oversee a team of volunteers, coordinate their duties, and provide feedback.

SPECIFIC DUTIES

- General Coordinator Duties:
 - Report to the Executive Director on a monthly basis.
 - Administer platforms, updates, and administrative documentation, as needed.
 - Track key metrics and deliverables for reporting.
 - Provide materials that communicate program successes, needs, and purpose.
- Specific Duties:
 - Solicit volunteer opportunities from other coordinators and the Board.
 - Maintain registration form or volunteer portal.
 - Advertise volunteer opportunities.
 - Monitor application portal.
 - Meet with applicants.
 - Assign applicants to volunteer opportunities.

Operations Team

Communications Coor.



EQUALITY LOUDOUN

COMMUNITY | INCLUSION | EDUCATION

POSITION DETAILS

The Communications Coordinator shall oversee a team of volunteers who work to monitor, develop, update, and promote Equality Loudoun through social media, a website, a newsletter, and other applicable platforms, to include the mission, objectives, successes, and general information relevant to the queer community.

RESPONSIBILITIES

- Provide moral and professional support to help achieve the organization's goals.
- Evaluate assigned programs and assess their effectiveness.
- Provide inputs for an annual budget.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.
- Oversee a team of volunteers, coordinate their duties, and provide feedback.

SPECIFIC DUTIES

- General Coordinator Duties:
 - Report to the Executive Director on a monthly basis.
 - Administer platforms, updates, and administrative documentation, as needed.
 - Track key metrics and deliverables for reporting.
 - Provide materials that communicate program successes, needs, and purpose.
- Specific Duties:
 - Develop a monthly strategy to ensure regular posting.
 - Regularly solicit and receive social posts from each Coordinator.
 - Assist by creating, as needed, graphics and messaging to correspond.
 - Regularly post and amplify messaging regarding
 - Educational resources, training, and program opportunities.
 - Community events and community engagements including co-branded, hosted, and other events.
 - Inclusion activities, including allies of the week, allied offerings, and other relevant information.
 - Monitor comments on posts for civil discourse and adherence to policies.
 - Draft a development plan, communicate needs, and implement action for the website.
 - Update web content and partner with Coordinators for web updates.
 - Oversee the solicitation, drafting, and dispersal of the newsletter.

Operations Team

Community Coordinator



POSITION DETAILS

The Community Coordinator shall oversee a team of volunteers who develop and respond to opportunities for community engagement, create and execute plans for original and co-hosted events, and assists in developing plans for the Community Center.

RESPONSIBILITIES

- Provide moral and professional support to help achieve the organization's goals.
- Evaluate assigned programs and assess their effectiveness.
- Provide inputs for an annual budget.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.
- Oversee a team of volunteers, coordinate their duties, and provide feedback.

SPECIFIC DUTIES

- General Coordinator Duties:
 - Report to the Executive Director on a monthly basis.
 - Administer platforms, updates, and administrative documentation, as needed.
 - Track key metrics and deliverables for reporting.
 - Provide materials that communicate program successes, needs, and purpose.
- Specific Duties:
 - Draft annual proposals of potential event programming for Board review.
 - Develop a list of engagement events, to include potential mission-critical displays and tabling opportunities.
 - Oversee and train volunteers and the Board to support.
 - Ensure proper inventory and stocking for materials.
 - Develop a strategy for original event programming.
 - Apply budgetary estimates for specific needs.
 - Facilitate planning logistics.
 - Oversee and train volunteers to support.
 - Coordinate marketing.
 - Manage onsite logistics and volunteer execution.
 - Report on key metrics, budget and expenditures, and overall execution.
 - When partnering with another organization, collaborate to determine the contributions, needs, marketing, and logistics for each organization.
 - For support of other organization's events, determine needs and opportunities.
 - Assist the Community Center Taskforce in providing relevant information, needs, and logistical support for the development of a Community Center.

Operations Team

Inclusion Coordinator



POSITION DETAILS

The Community Coordinator shall oversee a team of volunteers who develop and respond to opportunities for community engagement, create and execute plans for original and co-hosted events, and assists in developing plans for the Community Center.

RESPONSIBILITIES

- Provide moral and professional support to help achieve the organization's goals.
- Evaluate assigned programs and assess their effectiveness.
- Provide inputs for an annual budget.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.
- Oversee a team of volunteers, coordinate their duties, and provide feedback.

SPECIFIC DUTIES

- General Coordinator Duties:
 - Report to the Executive Director on a monthly basis.
 - Administer platforms, updates, and administrative documentation, as needed.
 - Track key metrics and deliverables for reporting.
 - Provide materials that communicate program successes, needs, and purpose.
- Specific Duties:
 - Facilitate the Equality Allies Program
 - Recruit and vet EAP applicants
 - Ensure Allies are advertised via the EQLOCO website, through web and physical badges, and with Allies of the Week social media posting
 - Disseminate annual communication to Allies
 - Promote/market EAP as a resource for the community
 - Support and promote events hosted by Equality Allies
 - Communicate with Allies regarding community building and fundraising event opportunities
 - Provide EQLOCO information to be available at Equality Allies' events
 - Hand off Allies' requests for partnership events to Community Coordinator
 - Oversee grant-making to Equality Allies
 - Market grant application to EAP members
 - Create and facilitate application review taskforce (if needed)
 - Ensure recipients are notified, paid, and provide information to market/amplify grant-funded deliverables

Operations Team

Education Coordinator



POSITION DETAILS

The Education Coordinator shall oversee a team of volunteers who develop and deliver queer educational content in a digitized or in-format to include seminars, presentations, trainings, stakeholder meetings, infographics, pre-recorded sessions, and other developing educational venues, as well as managing the organization's scholarship program.

RESPONSIBILITIES

- Provide moral and professional support to help achieve the organization's goals.
- Evaluate assigned programs and assess their effectiveness.
- Provide inputs for an annual budget.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.
- Oversee a team of volunteers, coordinate their duties, and provide feedback.

SPECIFIC DUTIES

- General Coordinator Duties:
 - Report to the Executive Director on a monthly basis.
 - Administer platforms, updates, and administrative documentation, as needed.
 - Track key metrics and deliverables for reporting.
 - Provide materials that communicate program successes, needs, and purpose.
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- Specific Duties:
 - Identify topics that need to be addressed and develop educational materials.
 - Create, maintain, and update educational materials and products.
 - Live and Tailored Education:
 - Develop and maintain speaker lists for content and experience sharing.
 - Field incoming requests for education, prioritize, and ensure scope.
 - Coordinate presentation logistics and schedule sessions.
 - Obtain registration list and evaluation feedback if possible
 - Digitized and Infographic Educational Content:
 - Create virtual presentations
 - Market application to schools/students
 - Monitor, update, and advertise the organization's scholarship program, as well as provide necessary information to a review panel and facilitate recipient awards.