



VOLUNTEER POSTING

Volunteer position title:	Online Community Moderator	Posting date:	April 15, 2020
Staff Resource Person, contact information:	Mohamad Altasseh	Posting closing date:	This position has no closing date
Location:	Virtual	Position duration:	Ongoing
Position type:	Volunteer	Service area:	MAX's Online Community Programs

STATEMENT OF VOLUNTEER VALUE

As a volunteer, you will play a crucial part in the daily life of MAX. Without you the organization would have a much harder time in completing its mission and attaining its vision. We value volunteers for their roles as ambassadors, mentors, board directors, leaders, supporters, educators, advocates, and as members of the community of GBT2Q men (gay, bisexual, Two-spirit, queer, and other guys who are into guys, both cis and trans) in the Ottawa Region. At MAX, we value the diversity of experiences and knowledge that our volunteers bring. We see you as a unique gift in helping us create larger circles of social connection and in reducing health barriers for guys into guys.

PURPOSE OF THE POSITION

The Online Community Moderator volunteer will support the community programs team. Work will involve maintaining a digital community space for GBTQ2S guys into guys, inviting community members to participate and engage, monitoring posts and comments, promoting interaction among the community members, providing moderator training, coaching and guidance to other staff and community member leaders.

RESPONSIBILITIES AND DUTIES

- Technical Troubleshooting
- Knowledge of Slack
- Develop and execute an online strategy for virtual queer community space
- Establish and maintain strategic and meaningful community experience
- Advise on content strategy
- Identify opportunities to leverage online communities
- Communicate performance in meaningful ways for staff
- Other duties as assigned

QUALIFICATIONS

Required qualifications

- Well-grounded understanding of the importance of confidentiality
- Technology savvy individual
- Experience with online data reporting and social media communications
- Ability to communicate effectively with GBTQ2S communities from an array of socio-economic and cultural backgrounds

Preferred qualifications

- Knowledge of Slack
- Well-grounded understanding of community-based organizations work
- Ability to work in both official languages can be considered an asset
- Ability to work as part of a team
- Self-Starter

COMMITMENT EXPECTED

We require volunteers to commit a minimum of Four hours a week. Depending on the needs of the organization the volunteer may be expected to commit less or more time. The selected volunteer will also adhere to MAX's code of conduct, confidentiality policies and other relevant program and agency policies and procedure

Please email your interest to the community engagement support coordinator at: Mohamad@maxottawa.ca subject: "Online Community Moderator"