

# BIG Community Roles

**If you're passionate about making Black In Gaming a supportive and inclusive community for black game creators to thrive, then consider joining our Community Team!**

[BIG Foundation Volunteer Application Form](#)

[BIG Discord Community Organizer Application](#)

## **Why Join our team?**

- Gain experience that you can apply to your career
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## **Moderator Team -**

### **Responsibilities & Duties:**

- "The Guardian" - Deal with any issues that come up with members, spam, hacks, etc.
- Post new relevant content/questions in the discussions every week.
- Engage the community in conversation.
- Show support for community members via highlighting their accomplishments and new work
- Keep a pulse on the community
- Enforce compliance with house rules.
- May initiate and lead projects

### **Expectations & Time Requirements:**

- A phone/video screening will be held with each applicant.
- The Community team has an online check-in twice a month. Please make it to every meeting, unless you have someone cover for you.

- (Discord Mod Team Only) Timely attention and responses to Discord Community and our managed social media channels is expected.
- Average volunteer hours per week: 3 hours

**Community Management Lead** - Lead our online communities and engagement. assistance for in-person community engagements.

#### **Responsibilities & Duties:**

- Work with Community Management Team to lead high level goals for growing the community
- Ensure that all professional communication of Black in Gaming accurately reflects our values and mission
- Ensure that events, activities, and campaigns are aligned with goals for the community
- Ensure that Community Team efforts are aligned with the larger Black in Gaming Non-Profit Organization
- Ensure that the behavior of online members follows Black in Gaming's code of conduct
- Maintain relationships and alignment with other parts of Black in Gaming Org
- Producer Mindset - Ability to organize meetings, understanding of tasks across different teams
- Help manage team budget with other organizers
- Proficiency with Discord from a moderator or server owner perspective. Ex. creating channels, roles, server setting modification, using bots, etc.
- Proficiency with Google Suite - Google Drive, Sheets, Docs
- Excellent Communication Skills - written, verbal, and listening
- Show empathy and respect for team members. Work with other organizers in service of the community.
- Ultimately, be in service for what's good for the community and its continued growth in alignment with Black in Gaming's goals.
- May initiate and lead projects
- ***(Includes all Responsibilities of being a Community Management Team Member - see section below)***

#### **Expectations & Time Requirements:**

- A phone/video screening will be held with each applicant.
- The Community team has an online check-in twice a month. Please make it to every meeting, unless you have someone cover for you.
- Have meetings once a month with larger Black in Gaming Foundation Leadership
- Average volunteer hours per week: **3-5 hours**

## **Community Management Team** - Drive our online communities and engagement

### **Responsibilities & Duties:**

- Manage existing Black in Gaming Discord (with potential to expand into other social media channels)
- Organizes workshops, discussions, and informal meetups/events.
- Assess Health of Community and recommend how to improve
- Maintain partnerships with other partner organizations
- Welcome new members and help foster an inclusive community.
- May initiate and lead projects

### **Expectations & Time Requirements:**

- A phone/video screening will be held with each applicant.
- The Community team has an online check-in twice a month. Please make it to every meeting, unless you have someone cover for you.
- Average volunteer hours per week: 3-5 hours

## **Operations & Support** - All-purpose, Jack of all trades role.

### **Responsibilities & Duties:**

- Support specific ongoing projects happening in the Discord based on the team.
- Assist with volunteering for online events
- Assist with backend projects to improve discord community and organization
- Artists: help create event assets

### **Expectations & Time Requirements:**

- A phone/video screening will be held with each applicant.
- The Community team has an online check-in twice a month. Please make it to every meeting, unless you have someone cover for you.
- Average volunteer hours per week: 3-5 hours

## **Events Team** - Help us make our events great!

### **Responsibilities & Duties:**

- Maintain and create new events that serve BIG through community building, member support, networking, and collaboration.
- Plan events
- Host events, twitch streams, etc.
- Cover events
- May lead or initiate new projects

#### **Expectations & Time Requirements:**

- A phone/video screening will be held with each applicant.
- Committees have online check-ins every month that you are expected to attend.
- Average volunteer hours per week: 2 hours

## **Doin' It BiG Campaign Writer**

Doing It BiG - A monthly social media series highlighting black game developers.

#### **Responsibilities & Duties:**

- Communicate with potential nominees via email
- Write social media copy for each nominee using our social media spreadsheet
- Learn to use Social Management Platform to manage current and future highlights.
- Select developers to highlight with the Doin It BiG team
- Help gather and promote new nominees for highlights

#### **Expectations & Time Requirements:**

- A phone/video screening will be held with each applicant.
- Weekly 10min - 30min stand-up meeting (via live call or text chat).
- Attend Discord Team meetings once a month.
- Average volunteer hours per week: 1 hours

## **Promo/Social Media (Socials/Discord) Team**

#### **Responsibilities & Duties:**

- Promote community through our social media channels.
- Celebrate wins of community members
- Promote the community in your own network, department or organization.
- Increase awareness of content created by the community.
- May initiate and lead projects

## **Industry Expert/**

- Starts regular in-depth discussions.
- Provide expertise for skill building events.
- Provide relevant resources to help creators.
- May initiate and lead projects