



Conversation Coordinator Volunteer Job Description

Team Leader	<i>Catherine Eslinger</i> <i>catherine.eslinger@mweg.org</i>	Team Leader Title	<i>Director of Civic Engagement</i>
MWEG Director of Volunteers	<i>Laura van der Horst</i> <i>laura.vanderhorst@mweg.org</i>		

MWEG Vision and Mission
<i>Vision:</i> Women of faith building a more peaceful, just, and ethical world. <i>Mission Statement:</i> To inspire women of faith to be ambassadors of peace who transcend partisanship and courageously advocate for ethical government.
Project or Position
A Conversation Coordinator organizes and schedules MWEG's conversations (group discussions held using the Living Room Conversations format), whether they are in person or virtual.
Tasks
• Manage a Google calendar of national and state conversation events. • Create events in Zoom. • Coordinate scheduling a trained host for each conversation. • Communicate with hosts and other volunteers who will be involved in the events.
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 nine 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. Position-specific skills include: • Timely communication • Managing a Google Calendar • Basic computer skills, including use of email and Zoom. • Willingness to improve based on participant and staff evaluations.
Setting
MWEG staff and volunteers are spread all over the country 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 MWEG groups and to attend local gatherings whenever possible.

Schedule

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

This role requires approximately one hour per week.

Communication can be asynchronous, but it will need to be timely. Responses to scheduling requests and working out scheduling will need to be handled within two business days.

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.