



TOGETHER WOMEN RISE

Collective action for global gender equality

Title: Community Connector
Reports To: Volunteer Manager
Department: Membership

Status: Volunteer
Location: Remote/Virtual
Term: One Year

Organization Overview

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

Position Summary

The Community Connector is responsible for strengthening Together Women Rise's community-building efforts by creating opportunities for existing Chapter Leaders and members to connect and engage with each other. Community Connectors will plan community building events and activities within an assigned geographic area or specific affinity group (i.e. based on chapter type, language). This role will collaborate with other volunteers and members within their assigned area as well as with Rise's team of Community Connectors. The Community Connector reports directly to the Volunteer Manager with indirect reporting to the Communications & Membership Director.

Essential Responsibilities

Plan and execute events and activities that support community-building efforts for Together Women Rise Chapter Leaders and members within a specific geographic area or affinity group.

Volunteer Duties May Include:

- Planning and implementing an annual Chapter Leader retreat – either virtually or in-person – within an assigned area for the purposes of community-building and sharing best practices for chapter management.
- Facilitating connections between chapters in the same geographic area or affinity group (i.e. multi-chapter gatherings or communications).
- Assisting and supporting Home Office's national learning or community-building events for members in an assigned geographic area.
- Meeting bi-annually with the Community Connector team to brainstorm event and activity ideas.
- Planning and executing all aspects of community-building events, including logistics, technology needs, marketing, budgeting, and coordinating with any guests/speakers in accordance with Rise policies and procedures.
- Regularly sharing plans and ideas with the Volunteer Manager and seeking approval where needed.
- Communicating and promoting events and activities with Chapter Support Liaisons for sharing with chapters.
- Representing Together Women Rise in a professional and inclusive manner.
- Attending all onboarding trainings and any supplemental trainings needed to fulfill the role.

Skills and Attributes:

- Organized and detail-oriented
- Experience and/or ability to work with teams of volunteers to achieve objectives
- Strong verbal and written communication skills, and is timely and responsive in correspondence
- Experience utilizing online meeting platforms like Zoom
- Creative and loves bringing people together
- Basic knowledge and skills using Microsoft applications, including Outlook, Word, Excel and PowerPoint
- Passion for global gender equality, and a commitment to equity, inclusion, diversity and accessibility
- Previous experience in event planning or project management is helpful

Time Commitment:

- Bi-annual Community Connector virtual meetings (60-90 minutes)
- Estimate: 8 hours per month

This position requires a one-year term, which can be renewed upon mutual agreement between the volunteer and Together Women Rise.

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