



Digital Systems & Library

The Queer Resource Network is looking for a volunteer to support the organization, maintenance, and accessibility of QRN's digital systems and resource library.

The **Digital Systems & Library Volunteer** will help ensure that QRN's toolkits, templates, guides, policies, program materials, and internal documents are easy to find, clearly organized, and properly maintained. This role is ideal for someone who enjoys digital organization, file management, online tools, systems-building, and helping make information easier for others to access.

Key Responsibilities

The Digital Systems & Library Volunteer may support:

- Organizing QRN's digital resource library, including folders, files, templates, toolkits, guides, and policy samples.
- Helping create and maintain naming conventions, folder structures, tagging systems, and version control.
- Supporting uploads, updates, and organization of resources for QRN's website or member platform.
- Helping ensure resources are categorized in a clear and accessible way.
- Maintaining internal records of available resources, drafts, updates, and release-ready materials.
- Supporting basic digital workflows for resource development, review, approval, and publication.
- Helping identify outdated, duplicate, incomplete, or hard-to-find materials.
- Supporting accessibility checks, such as document titles, clear file names, readable formatting, and plain-language descriptions.
- Assisting with shared drives, online forms, spreadsheets, document libraries, and other digital tools.

- Working with QRN leadership, the Resource Co-ordinator, and Resource Developers to keep systems organized and useful.

Skills & Qualities

We are looking for someone who is:

- Organized, detail-oriented, and comfortable with digital tools.
- Able to create clear systems for storing and finding information.
- Comfortable working with folders, shared drives, spreadsheets, forms, and online platforms.
- Interested in 2SLGBTQIA+ advocacy, nonprofit infrastructure, and resource-sharing.
- Reliable and able to maintain information carefully.
- Respectful of confidentiality and responsible with internal documents.
- Thoughtful about accessibility, usability, and plain-language organization.
- Able to work independently while following QRN's priorities and guidance.

Experience with digital libraries, file management, website content systems, Google Workspace, Microsoft 365, Airtable, Notion, databases, administration, or nonprofit operations is helpful but not required.

Time Commitment

This is a flexible volunteer role. Time commitment may vary depending on QRN's current digital and resource priorities, but volunteers can expect approximately **3–5 hours per month**, with additional time possible during website updates, resource launches, or library clean-up projects.

Location

This is a **remote volunteer position**. Most work can be completed virtually through shared documents, online platforms, email, and occasional virtual meetings.

Why This Role Matters

The QRN's impact depends on people being able to find and use the resources we create. The Digital Systems & Library Volunteer helps turn a collection of documents into a clear, accessible, and reliable resource library. This role supports the behind-the-scenes

infrastructure that allows QRN to serve 2SLGBTQIA+ organizations, groups, advocates, and community leaders more effectively.

How to Apply

Interested volunteers are invited to contact the Queer Resource Network with a short introduction outlining their interest in the role and any relevant experience.

No formal experience is required. We welcome volunteers who are organized, systems-minded, and committed to helping build stronger 2SLGBTQIA+ community infrastructure.