



# Editorial & Accessibility

The Queer Resource Network is looking for a volunteer to support the review, editing, and accessibility of QRN's written materials, resources, templates, guides, and public communications.

The **Editorial & Accessibility Volunteer** will help ensure that QRN's resources are clear, consistent, inclusive, easy to understand, and accessible to a wide range of users. This role is ideal for someone who enjoys editing, plain-language writing, reviewing documents, and helping make information easier for communities to use.

## Key Responsibilities

The Editorial & Accessibility Volunteer may support:

- Reviewing QRN resources, toolkits, guides, templates, policies, and handouts for clarity, grammar, tone, and consistency.
- Editing materials to improve flow, readability, plain language, and practical usefulness.
- Supporting accessibility improvements, including readable formatting, clear headings, logical structure, alt-text reminders, plain-language summaries, and document navigation.
- Helping ensure QRN materials use inclusive, respectful, and community-centred language.
- Reviewing public-facing materials such as website copy, social media posts, outreach documents, brochures, reports, and member communications.
- Supporting consistency across QRN materials, including terminology, formatting, style, and voice.
- Helping identify content that may need simplification, clarification, or additional explanation.
- Supporting basic quality checks before resources are published, uploaded, or shared with members.

- Helping develop or maintain editorial standards, accessibility checklists, and style guidance for QRN.
- Working with QRN leadership, Resource Developers, and Graphic Design / Branding volunteers to ensure materials are polished and accessible.

## Skills & Qualities

We are looking for someone who is:

- Detail-oriented, thoughtful, and comfortable reviewing written materials.
- Able to edit for clarity while respecting the original purpose of a document.
- Interested in 2SLGBTQIA+ advocacy, nonprofit communications, and community resource-sharing.
- Thoughtful about accessibility, inclusion, plain language, and trauma-informed communication.
- Comfortable giving constructive feedback on drafts.
- Reliable and able to meet agreed timelines for review tasks.
- Respectful of confidentiality when working with internal drafts, unreleased resources, or member feedback.
- Able to work independently while following QRN's priorities, tone, and style.

Experience with editing, proofreading, plain-language writing, accessibility review, communications, nonprofit resources, education, policy, or publishing is helpful but not required.

## Time Commitment

This is a flexible volunteer role. Time commitment may vary depending on QRN's current resource and communications needs, but volunteers can expect approximately **3–5 hours per month**, with additional time possible during major resource launches, website updates, or publication periods.

## Location

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

## Why This Role Matters

QRN's resources are only useful if people can understand, navigate, and apply them. The Editorial & Accessibility Volunteer helps ensure that QRN materials are clear, inclusive, practical, and accessible to organizations and community leaders with different needs, capacities, and levels of experience. This role helps strengthen the quality and trustworthiness of QRN's resource library.

## 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 editing, writing, accessibility, or communications experience.

Formal experience is not required. We welcome volunteers who are thoughtful, reliable, and committed to helping build stronger 2SLGBTQIA+ community infrastructure.