



Memberships & Engagement Lead

The Queer Resource Network is looking for a volunteer to support the development of our membership and engagement work as we build a national resource-sharing network for 2SLGBTQIA+ organizations, groups, advocates, and community leaders.

The **Memberships & Engagement Lead** will help shape how organizations and individuals connect with the QRN, stay involved, access resources, and feel part of a growing network. This role is ideal for someone who enjoys relationship-building, community engagement, organizing information, and helping people feel welcomed and supported.

Key Responsibilities

The Memberships & Engagement Lead may support:

- Helping develop and maintain QRN's membership process, including intake, onboarding, and follow-up.
- Supporting communication with members, prospective members, partners, and community contacts.
- Helping create welcoming materials for new members, such as onboarding emails, welcome packages, or orientation notes.
- Tracking member interests, needs, and engagement opportunities.
- Supporting member check-ins, feedback collection, surveys, or listening sessions.
- Helping identify ways for members to use QRN resources, toolkits, templates, and programs.
- Supporting engagement activities such as virtual meetups, information sessions, resource launches, or community conversations.
- Helping maintain membership contact lists, engagement records, and basic reporting.
- Bringing forward ideas to improve member experience, accessibility, inclusion, and participation.

- Working with QRN leadership to identify trends, gaps, and opportunities based on member feedback.

Skills & Qualities

We are looking for someone who is:

- Friendly, welcoming, and community-minded.
- Organized and comfortable tracking information.
- Comfortable communicating by email and online platforms.
- Interested in 2SLGBTQIA+ advocacy, nonprofit work, and community-building.
- Able to maintain confidentiality and handle member information responsibly.
- Respectful, inclusive, and professional when engaging with diverse communities.
- Able to follow up reliably and help keep people connected.

Experience with membership programs, community engagement, customer service, volunteer coordination, nonprofit work, or communications is helpful but not required.

Time Commitment

This is a flexible volunteer leadership role. Time commitment may vary depending on QRN's membership activity, but volunteers can expect approximately **3–5 hours per month**, with additional time possible during membership launches, engagement campaigns, or major resource releases.

Location

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

Why This Role Matters

Membership and engagement will be central to QRN's long-term success. This role helps ensure that members do not simply sign up, but feel welcomed, connected, heard, and supported. By strengthening relationships across the network, the Memberships & Engagement Lead will help QRN become a useful, trusted, and responsive resource for 2SLGBTQIA+ organizations and community leaders.

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 reliable, thoughtful, and committed to helping build stronger 2SLGBTQIA+ community infrastructure.