



Resource Co-ordinator

The Queer Resource Network is looking for a volunteer to support the organization, development, and maintenance of QRN's growing library of resources for 2SLGBTQIA+ organizations, groups, advocates, and community leaders.

The **Resource Co-ordinator** will help ensure that QRN's toolkits, templates, guides, policies, program materials, and other resources are organized, accessible, accurate, and useful for the communities we serve. This role is ideal for someone who enjoys organizing information, reviewing documents, supporting resource development, and helping make practical tools easier for others to find and use.

Key Responsibilities

The Resource Co-ordinator may support:

- Helping organize QRN's resource library, including toolkits, templates, policies, guides, and program materials.
- Reviewing resources for clarity, accessibility, consistency, and usefulness.
- Supporting the creation or updating of resource descriptions, categories, tags, and summaries.
- Helping identify gaps in QRN's existing resource collection.
- Supporting the development of new resources based on community needs, member feedback, and QRN priorities.
- Maintaining version control so resources are current and easy to track.
- Assisting with formatting, naming, filing, and organizing documents.
- Helping prepare resources for website upload, member access, or public sharing.
- Supporting basic quality checks before resources are released.
- Working with QRN leadership to prioritize resource updates, improvements, and future development.

Skills & Qualities

We are looking for someone who is:

- Organized, detail-oriented, and reliable.
- Comfortable working with documents, folders, shared drives, and online tools.
- Able to review written materials for clarity and consistency.
- Interested in 2SLGBTQIA+ advocacy, nonprofit work, and community resource-sharing.
- Respectful of confidentiality and responsible with internal materials.
- Able to work independently while staying connected to team priorities.
- Thoughtful about accessibility, plain language, and inclusive communication.

Experience with writing, editing, research, nonprofit resources, knowledge management, libraries, administration, or document organization is helpful but not required.

Time Commitment

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

Location

This is a **remote volunteer position**. Most work can be completed virtually through shared documents, email, online meetings, and QRN's digital workspace.

Why This Role Matters

QRN's resources are at the heart of the network. The Resource Co-ordinator helps ensure that organizations and community leaders can access practical, well-organized tools that save time, reduce duplication, and strengthen 2SLGBTQIA+ community infrastructure. This role helps turn QRN's ideas and materials into resources that people can actually use.

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