



Resource Developer

The Queer Resource Network is looking for a volunteer to support the creation of practical, adaptable resources for 2SLGBTQIA+ organizations, groups, advocates, and community leaders.

The **Resource Developer** will help write, draft, adapt, and improve QRN's toolkits, templates, guides, program materials, policy samples, and community resources. This role is ideal for someone who enjoys writing, research, nonprofit work, and turning ideas into useful tools that others can apply in their own communities.

Key Responsibilities

The Resource Developer may support:

- Drafting new toolkits, templates, guides, handouts, policies, program outlines, and other QRN resources.
- Adapting existing materials into clear, practical, and accessible formats.
- Researching promising practices, community needs, and examples from other nonprofit or 2SLGBTQIA+ organizations.
- Helping develop resources that can be used by grassroots groups, nonprofits, Pride organizations, student groups, and community advocates.
- Writing plain-language summaries, instructions, checklists, and implementation notes.
- Supporting the creation of facilitator guides, program snapshots, outreach templates, and organizational tools.
- Reviewing draft resources for clarity, consistency, accessibility, and usefulness.
- Working with QRN leadership and the Resource Co-ordinator to identify priority resources and gaps.
- Helping ensure resources reflect inclusive, trauma-informed, and community-centred values.

- Supporting revisions based on feedback from QRN members, partners, or community users.

Skills & Qualities

We are looking for someone who is:

- Comfortable writing, editing, or organizing information.
- Able to explain ideas clearly and practically.
- Interested in 2SLGBTQIA+ advocacy, nonprofit capacity-building, and community resource-sharing.
- Thoughtful about accessibility, plain language, and inclusive communication.
- Reliable, self-directed, and able to follow project guidance.
- Open to feedback and revision.
- Respectful of confidentiality and responsible with internal drafts or community feedback.

Experience with writing, research, policy development, program development, nonprofit work, education, advocacy, communications, or lived/community experience 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 **3–6 hours per month**, with additional time possible during major toolkit or resource development periods.

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

The QRN exists to make practical support easier to access for 2SLGBTQIA+ organizations and community leaders. The Resource Developer helps transform knowledge, experience, and community needs into usable tools that can save time, reduce duplication, and strengthen local advocacy and programming across Canada.

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