



The Queer South Asian Women's Network is currently hiring for the following volunteer positions. All of these positions are unpaid.

Grants Writer:

- Assists in writing grant applications for QSAW Network.
- Seeks out grant opportunities for QSAW Network.
- Maintain a positive reputation for the QSAW Network.
- Attend QSAW network team meetings.
- Report to the Director of Research and Advocacy.
- Time commitment: 10 hours per month.

Marketing & Communications Coordinator:

- Maintain the QSAW Network website.
- Manage and organize the QSAW Network blog.
- Manage the organization's monthly newsletter, including design, content collection, and content writing.
- Manage the listserv, regularly update the contact spreadsheet.
- In-House Graphic Design: Design high quality event posters, brand marketing (i.e. letterhead), and other products (i.e. reports).
- Maintain a positive reputation for the QSAW Network.
- Attend team meetings and events.
- Report to the Executive Director.
- Time Commitment: 10-15 hours per month

Social Media Coordinator:

- Manage and regularly update the QSAW Network social media (Instagram, Facebook, Tiktok). Develop trendy social media content to reach our target audience.
- Develop and implement a social media strategy.
- Respond to social media messages in a timely manner.
- Maintain a positive reputation for the QSAW Network.
- Work with other team members to execute social media campaigns.
- Attend team meetings and events.
- Report to the Executive Director.
- Time Commitment: 10-15 hours per month.

Data Analyst:

- Track and analyze performance metrics of the organization.
- Clean and organize demographic data into reader-friendly charts.
- Responsible for organizing team meetings (i.e. sending a doodle poll).
- Attend team meetings and events.
- Maintain a positive reputation for the QSAW Network.
- Report to the Executive Director and Director of Research & Advocacy.
- Time Commitment: 3-5 hours per month