Random Acts Support Network Coordinator

Responsibilities

- Under direction of the Outreach Manager, the Random Acts Support Network Coordinator is responsible for the creation and maintenance of the Random Acts Support Network: a section of the Random Acts website with links, toolkits and other resources on subjects such as (but not limited to) crisis support, LGBT support, self-care, conflict management and family stress.
- Researching, contacting and communicating with outside non-profits and other organizations who may be potential partners for the Support Network.
- Regularly scheduled review and updating of existing Support Network toolkits other resources to ensure that the information is current.
- Coordinate with the IT department as needed for the maintenance of the Random Acts Support Network.
- Assist the Outreach Manager with any assigned tasks.

Desired Qualifications and Skills

- Familiarity with the over-all mission of Random Acts.
- Ability to work effectively with diverse groups, including staff, supporters, peers and the public.
- The ability to communicate effectively with an emphasis on strong writing, as well as strong interpersonal skills.
- Excellent computer skills.
- Excellent online research skills.
- The ability to work independently as well as in a team.
- Comfortable reaching out to and communicating with outside organizations and people.
- Able to manage tasks or projects from implementation through to completion.
- Experience working or volunteering in crisis support, counselling, social justice and/or related fields preferred.
- Creativity, enthusiasm, and attention to detail.
- Excellent organizational and time management skills.
- Flexible schedule to accommodate occasional evening and weekend meetings.
- Familiarity with Google docs and Gmail.