

Policies & Procedures SIG: Volunteer Opportunities

If you are interested in learning more about volunteer opportunities, please contact:

Benefits to being a SIG volunteer:

- Develop new skills.
- Receive mentoring from SIG and STC leaders.
- Add experience and credentials to your resume.
- Perform a vital role and help shape the SIG.
- Get an inside view of how the SIG and STC actually function.
- Gain experience for STC leadership roles.
- Build your network through one-on-one interactions with SIG members.

Co-Manager

Term: 2 years (January – December)

Average monthly commitment: 6 hours

The terms are staggered so that the experienced manager can mentor the incoming manager.

Duties: Set direction for the P&P SIG. Interact directly with STC leaders and staff on SIG business. In collaboration with other P&P SIG leaders, plan annual budget, SIG activities, and services for SIG members. Collaborate with leaders of other STC Communities.

Benefits: Strengthen your planning, management and leadership skills.

Treasurer

Term: 1 year (January - December)

Average monthly commitment: 1 hour

Duties: Track and manage P&P SIG finances. Submit budget, reimbursement requests, and other required reports to STC.

Benefits: Gain financial planning and management skills. Assist the co-managers in setting the direction for the P&P SIG.

Membership Manager

Term: 1 year (January - December)

Average monthly commitment: 2 hours

Duties: Download P&P SIG roster and identify membership changes monthly. Send a monthly summary and list of added / dropped members (with email addresses) to P&P SIG leaders. Send e-mail welcome letter to new or reinstated members. Respond to questions regarding P&P SIG membership status.

Benefits: Get to know your fellow P&P SIG members. Build your professional network. Assist the co-managers in setting the direction for the P&P SIG.

Program Manager

Term: flexible

Average monthly commitment: 2-4 hours

Duties: Collaborate with other P&P SIG leaders and STC staff to plan and host webinars and STC Summit events. Identify relevant topics and speakers for P&P SIG. Promote P&P SIG events.

Benefits: Set the focus of P&P SIG programs. Meet leaders in the field of P&P. Gain experience planning and hosting webinars, round tables and other types of presentations. Learn to use related platforms / tools (such as Go-to-Webinar).

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Communications Manager

Term: flexible

Average monthly commitment: 2 hours

Duties: Maintain the P&P SIG mail lists and social media accounts (excluding LinkedIn). Update the P&P SIG Discussion and Announcement mailing lists from the monthly list of added / dropped members. Post to social media for P&P SIG leaders. Provide assistance with subscribing / unsubscribing and posting to the P&P SIG mail lists and social media. Block unauthorized posts. Troubleshoot mail list issues and report to the STC Webmaster as needed.

Partner with the LinkedIn and Website managers to engage members via the SIG's virtual platforms.

Benefits: Refine your social media skills for a professional audience. Build your professional presence online. Learn to use related platforms / tools (Mailman, LinkedIn, and Twitter).

LinkedIn Manager

Term: flexible

Average monthly commitment: 2 hours

Duties: Maintain the P&P SIG LinkedIn group. Confirm a requester's eligibility to join the group. Post and share STC, P&P SIG, and industry-related information. Troubleshoot issues and reply to members' inquiries. Partner with the Communications and Website managers to engage members via the SIG's virtual platforms.

Benefits: Refine your social media skills for a professional audience. Build your professional presence online. Learn to use related platforms / tools (Mailman, LinkedIn, and Twitter).

Website Manager

Term: flexible

Average monthly commitment: 2-3 hours

Duties: Maintain the P&P SIG website. Keep the website theme, design and security current. Post authorized content. Respond to queries about the website. Troubleshoot website issues and report to the STC Webmaster as needed.

Knowledge of or interest in learning WordPress and HTML is required. Partner with the Communications and LinkedIn managers to engage members via the SIG's virtual platforms.

Benefits: Get hands-on experience working with online design and content. Develop a portfolio of work. Learn website platforms / tools (WordPress).

Website Assistant

Term: flexible

Average monthly commitment: Variable

Duties: Assist the P&P SIG Website Manager with specific, limited tasks as needed. Research appropriate content and links for the P&P SIG website. Knowledge of WordPress or an interest in learning WordPress is a plus.

Benefits: Get experience developing online content and learn website tools.

Content Curator

Term: flexible

Average monthly commitment: Variable

Duties: Solicit content for STC's Body of Knowledge, collaborate with authors, and publish articles.

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Benefits: Interact with technical communication leaders. Get experience developing content. Advance the field of technical communication.

STC Summit Volunteer

Commitment: 1-3 hours

Description: There are several opportunities to volunteer. Help plan and prepare SIG activities at the Summit. Represent and promote the P&P SIG at our table during the Opening Reception. Greet SIG and potential members. Assist with our annual Business meeting and luncheon.

Benefits: Meet P&P SIG members face- to- face. Make friends. Have fun. Help ensure the future of our SIG.