

## Volunteer Job Description

**Title:** Community Calendar Coordinator

**Report to:** Executive Director

**Trained by:** The Executive Director, The Office Manager, Calendar Software Programmer

**Shift:** As needed

**Schedule:** As needed

**Minimum Commitment:** 3 months

**Job Summary:** Post local GLBT events to the Diversity Center Community Calendar in a timely manner.

### **Duties and Responsibilities:**

- Process Community Calendar requests which usually come via email from:
  - The Executive Director, The Office Manager and other Diversity Center Staff
  - The public via [calendar@diversitycenter.org](mailto:calendar@diversitycenter.org)
- Post local GLBT events to the Community Calendar, if appropriate, as you come across them such as a posting of an event on email lists, posters, etc. Make sure you have permission to post the events to a public calendar.
- Determine appropriateness of the event to be posted using the general guideline published at <http://diversitycenter.org/community-calendar/community-calendar-guidelines/>
- Report issues with the calendar software to the calendar software programmer (Van). Include a detailed scenario to reproduce the issue.

### **Knowledge, Skills, Equipment and Abilities:**

- Some basic understanding/experience of calendar software is useful
- Regular (daily) access to a computer with browser software and email
- The ability to work independently and set priorities
- Good verbal and written English communication