



Professional Staff Volunteer Opportunity! Working Groups Seeks Administrative Assistance

Available

Project Title

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Scope of Work

Timing

Jurisdiction

Contact Information

Please contact Guerby Noel (guerby@lawfirmantiracismalliance.org) if you are interested in this position or have any questions.

Description

The Working Groups seek a Working Group Coordinator to assist with the organization of its activities and records. The Coordinator will be responsible for the following:

1. Maintaining communication with Working Group members about upcoming meetings, events, and projects.
2. Maintain relevant Working Group records.
3. Ensure meetings are scheduled, organized, and memorialized.
4. Share Working Group activities with the LFAA membership.

The Coordinator will be required to complete an onboarding process to become acclimated with the LFAA resources, including the Bulletin Board, Calendar, and Resources & Knowledge Hub.

The estimated weekly time commitment is 2 hours.

Subtasks (0)