Volunteer Opportunities

If you are interested in learning more about volunteer opportunities, please contact: sigleaders@stc-techedit.org.

The TE SIG holds a half-hour volunteer meeting on the second Thursday of the month (11:30 a.m. – 12:00 p.m. ET). Volunteers are encouraged to attend, as their schedule allows. All members are welcome to attend.

Officers (Elected Positions)

Co-Manager

Term: 2 years (January – December)  Monthly commitment: 6-12 hours
Note: The terms are staggered so that the experienced manager can mentor the incoming manager.
Duties: In collaboration with SIG leaders: Plan and submit annual budget to STC, plan SIG activities and services for SIG members, and work with other STC Community leaders to provide opportunities for collaboration.
Benefits: Add an impressive leadership credential to your resume, practice leadership and planning skills, and shape the SIG’s direction.

Secretary

Term: 1 year (January - December)  Monthly commitment: 2-3 hours
Duties: Attend monthly volunteer meetings and record and post minutes.
Benefits: Participate in planning the SIG’s direction and gain experience for leadership roles at the STC level.

Treasurer

Term: 1 year (January - December)  Monthly commitment: 2-4 hours
Duties: Track and manage TE SIG finances, submit reimbursement requests and other required reports to STC, and draft annual budget with TE SIG leadership team. Requires knowledge of Excel.
Benefits: Perform a vital role for the TE SIG, plan the SIG’s direction, and gain experience for STC leadership roles.

Membership Manager

Term: 1 year (January - December)  Monthly commitment: 2-3 hours
Duties: Send e-mail welcome letter to new or reinstated members, and advise SIG leaders on membership.
Benefits: Perform a vital role for the TE SIG, plan the SIG’s direction, and gain experience for STC leadership roles.

Communications Manager

Term: 1 year (January-December)  Monthly commitment: 4-8 hours
Duties: Manage the TE SIG LinkedIn group, announcement mailing list, and Twitter account.
Benefits: Refine your social media skills for a professional audience and add valuable experience to your resume.

Managers and Assistants (Non-Elected Positions)

Quarterly Meeting and Programs Manager

Monthly commitment: 2-4 hours
Duties: Identify topics and speakers, create an Eventbrite registration, promote the event, and host the webinar.
Benefits: Meet leaders in our profession, learn Eventbrite and Adobe Connect, learn how to host a webinar, and add an impressive credit to your resume.
Volunteer Opportunities

Managers and Assistants (Non-Elected Positions) (continued)

Quarterly Meeting and Programs Assistant (NEW POSITION)

Monthly commitment: 1-2 hours
Duties: Assist with planning events, attend the one hour quarterly programs, and provide support during the program. In the rare event that the manager is unable to host a webinar the assistant assumes hosting duties.
Benefits: Learn Eventbrite and Adobe Connect, learn how to host a webinar, and gain knowledge about your profession.

Fundraiser Manager

Monthly commitment: 2-3 hours
Duties: Identify topics and speakers, create an Eventbrite registration, promote the event, and host the webinar.
Benefits: Meet leaders in our profession, learn Eventbrite and Adobe Connect, learn how to host a webinar, and add an impressive credit to your resume.

Fundraiser Assistant (NEW POSITION)

Monthly commitment: 1-2 hours
Duties: Assist with planning events, attend the one hour programs, and provide support during the program. In the rare event that the manager is unable to host a webinar the assistant assumes hosting duties.
Benefits: Learn Eventbrite and Adobe Connect, learn how to host a webinar, and gain knowledge about your profession.

Watercooler Chat Manager

Monthly commitment: 2-3 hours
Duties: Identify topics and speakers, work with chat moderators, promote the chats, and host the chats.
Benefits: Meet leaders in our profession, learn Adobe Connect, and add an impressive credit to your resume.

Watercooler Chat Assistant (NEW POSITION)

Monthly commitment: 1-2 hours
Duties: Assist with planning chats, attend the one hour chats, and provide support during the chat. In the rare event that the manager is unable to host a webinar the assistant assumes hosting duties.
Benefits: Learn Adobe Connect, learn how to host a chat, and gain knowledge about your profession and SIG.

CAA (Community Achievement Awards) Application Manager (NEW POSITION)

Monthly commitment: 2-3 hours
Duties: Track SIG’s accomplishments, advise SIG leaders on CAA issues, and complete and submit the application.
Benefits: Gain experience for leadership roles at the STC level and hone your written communication skills.

Website Manager

Monthly commitment: 4-6 hours
Duties: Keep the SIG’s website current. Knowledge of WordPress or an interest in learning WordPress is required.
Benefits: Get experience developing online content, learn website tools, and add an impressive credit to your resume.
Volunteer Opportunities

Managers and Assistants (Non-Elected Positions) (continued)

Website Assistant (NEW POSITION)

*Monthly commitment:* Variable

*Duties:* Assist the Website manager with specific, limited tasks as needed. Knowledge of WordPress or an interest in learning WordPress is required.

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

Corrigo Blog Managing Editor

*Monthly commitment:* 4-6 hours

*Duties:* Solicit articles, work with authors, assign articles for copyediting, and publish Corrigo articles.

*Benefits:* Get experience developing a blog, learn website tools, and add an impressive credit to your resume.

Other Volunteer Opportunities

Presenter

*Commitment:* Variable

*Description:* TE SIG members and nonmembers are encouraged to present quarterly programs, fundraisers, and watercooler chats. The presenters are responsible for meeting the requirements of each event. Presenters are not paid.

*Benefits:* Gain experience as a presenter, share your knowledge with your peers, and build your resume.

STC Summit

*Commitment:* 1-3 hours

*Description:* The Summit is the Society’s premier event. Meet other TE SIG members and help promote our SIG. Help prepare and plan for the event. Represent the SIG in community events.

*Benefits:* Meet members of the TE SIG and learn more about the SIG and STC.

Corrigo Blog Copy Editors

*Commitment:* Variable

*Duties:* Assist the Corrigo Blog Managing Editor with specific, copyediting assignments as needed.

*Contact:* editor@stc-techedit.org.

*Benefits:* Get experience copyediting online content and learn website tools.

Author Articles for Corrigo

*Commitment:* Variable

*Description:* Members and nonmembers are encouraged to write articles for Corrigo. Guidelines for submissions and topics are located on the TE SIG website. Contact: editor@stc-techedit.org.

*Benefits:* Add a publication credit to your resume, build your portfolio, and share your knowledge of the profession.