The AMC is seeking a Volunteer Coordinator

AMC2020 - June 25th-28th, 2020

The AMC has been a place where people converge from across the country to share skills and strategies for transforming our world through media, art, and technology. The Allied Media Conference works at the intersection of many social justice communities: youth leadership, queer and transgender liberation, environmental justice, disability justice, transformative justice, radical people of color anti-violence, healing justice, prison abolition, decolonization movements, anti-poverty movements, radical art, intergenerational movement-building, immigrant justice, media justice, community media, open-source technology, education for liberation, and many more.

Role Overview

The Volunteer Coordinator will work in collaboration with the AMC’s Director and logistics team from March 2020-July 1st, 2020 to shape, recruit and support volunteers at the conference.

The Volunteer Coordinator will do the following:

- Create a map of volunteer needs to assess the scope of work for volunteering at the AMC and the number of volunteers needed.
- Implement and manage best practices for placing volunteers across AMC2020 buildings and events.
- Create and manage spreadsheets that contain all the required volunteer information.
- Communicate to all placed volunteers their shift schedules, and the dates of the mandatory Volunteer Orientation.
- Lead volunteer orientations via webinar and in person in June.
- Lead the pre-registration support at the AMP office the week of the AMC.
- Identify how to best hold volunteers accountable for their participation and manage that process.
- Other tasks as assigned within the scope of Volunteering @ AMC.
Prospective Timeline

- March 13th, 2020: Finalize plan for volunteers
- March 25th, 2020: Launch call for volunteers
- April 29th: Close call for volunteers
- May 4th - June 8th, 2020: Volunteers interviews, placement, and training
- June 9th - June 29th, 2020: AMC direct action, planning, and volunteer management
- June 30th - July 1st, 2020: Closeout of AMC and volunteer coordination

Role Details and How to Apply

This is a contracted position with the Allied Media Conference. The Volunteer Coordinator will receive $22/hr to complete approximately 130hrs ($2,860 total) of work including meetings and intraconference support. The Volunteer Coordinator will begin work early-March 2020.

To apply:

Please send the following to amc@alliedmedia.org with the subject line “Last Name, First Initial - Volunteer Coordinator”

- A resume/CV
- Cover Letter
  - Be sure to include:
    - Any previous experience with this or any similar position.
    - Why you would be a great fit to support the AMC in 2020.

Priority will be given to submissions before March 9th, 2020.