



RJHW Content Curator Volunteer

Position Logistics:

Location: Boise, Idaho IRC location 7287 W Franklin Rd, Boise, ID 83709

Start Date: October 12, 2020

Time Commitment: Minimum of 15 hours per week, 6 month commitment

This position reports to: Georgette Siqueiros, Community Engagement Coordinator

Where to apply: <https://www.rescue.org/volunteer-opportunities/boise-id>

Important Note: This is an unpaid volunteer opportunity.

Please submit a resume and cover letter

IRC Background:

Founded in 1933, the IRC is a leading nonsectarian, voluntary organization providing relief, protection and resettlement services for refugees and victims of oppression or violent conflict. In the U.S., IRC provides assistance to refugees resettling here through 26 offices operating in 14 states. IRC resettles approximately 10,000 refugees per year and provides numerous program services to assist the refugee from their arrival through citizenship.

Scope:

As a member of the IRC in Boise Racial Justice in a Humanitarian Workforce (RJHW) team, serving under the direction of the Executive Director, the RJHW Content Curator will participate in planning education units with the RJHW team, then organizing the recorded and linked training materials into a centralized web platform accessible to the participants from the experience, including following the branding guidelines of the RJHW, editing the audio / visual recordings so that they function well within the platform, providing visual design so that it is easy for participants to find all the materials associated with each unit of the series, and performing a variety of administrative tasks to make the RJHW materials available and easy to navigate.

Note: Can be completed as an internship.

Key Responsibilities:

- Participate in weekly RJHW team planning meetings (currently Fridays at 8:30am – 9:30am, but adjustable if this time doesn't fit your schedule).
- Help RJHW team collect recordings of RJHW trainings in formats that facilitate high quality web streaming after trainings have been delivered.
- Organize the pages where RJHW recordings will be archived, following RJHW branding guidelines. (We are still selecting the archiving platform.)
- Post the recorded content within 1 – 2 weeks of the recording of each unit. We will be recording roughly 4 hours of content every 2 weeks, from mid-October to ~ July 2021.

Volunteer Job Description



- Trouble shoot any glitches in performance of content once posted.
- Other related duties as needed.

Key Working Relationships:

Position Reports to: Community Engagement Coordinator

Position directly supervises: N/A

Other Internal and/or external contacts:

Internal: RJHW Team, Boise Development and Communication staff

External: RJHW Partner organizations, including but not limited to: Idaho Office for Refugees, Agency for New Americans, College of Southern Idaho Refugee Programs, Neighbors United, Tidwell Social Services, Family Medicine Residents of Idaho.

Requirements:

- Lived experience as a refugee or immigrant preferred.
- Language competency in a language used by a refugee or immigrant community present in Boise preferred.
- Experience setting up websites or similar communication ecosystem required.
- Experience with graphic design software required.
- Experience with technical requirements necessary to post video and audio contents to web streaming, either via a private website or YouTube channel required.

Working Environment:

Our office environment is almost fully remote. All team meetings are remote. The RJHW training series is also almost fully remote, though may include a few small group discussions, outdoors / masked / physically distanced, combined with limited travel in and around the service delivery area. Occasional evening and weekend hours required.

Please Apply at <https://www.rescue.org/volunteer-opportunities/boise-id>