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 @peaceactusa #PeaceBeginsWithWe

VOLUNTEER POSITION DESCRIPTION

CLASSIFICATION

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|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Issue Date | 11/13/2025 |
| Title | Subject Content Writer/Subject Content Editor |
| Supervisor | Mission Promotion Director |
| Contact Information | Webpage: peacethroughaction.org/volunteer Email Address: volunteering@peacethroughaction.org |
| Peace Through Action Function Areas | <input type="checkbox"/> Accounting <input type="checkbox"/> Archive <input type="checkbox"/> Compliance <input type="checkbox"/> Executive <input type="checkbox"/> Finance <input type="checkbox"/> Governance <input type="checkbox"/> Information <input type="checkbox"/> Operations <input type="checkbox"/> Partnerships <input type="checkbox"/> People <input type="checkbox"/> Performance <input type="checkbox"/> Planning <input checked="" type="checkbox"/> Programs <input type="checkbox"/> Promotion |

DUTIES

Volunteer Assignment

Peace Through Action® USA produces resources that help everyday people explore issues of civic and social concern.

Our Do Something About Social Distress Series of webpages provides information on a variety of aggression and violence subjects. Our Choose Practices Series of webpages provides information on a variety of peace practices.

The subject content writer gathers and selects information sources on the subject they are writing about and then writes content for the webpage for that subject. They follow a standard outline for our subject content. They document the sources used in American Psychological Association (APA) format.

The subject content editor updates subject content by finding fresh statistics, identifying the most current information sources on the subject, and testing hyperlinks.

Skills Utilized and Developed

Communications, Information Gathering, Written Communication

CAUSES

Civic Engagement, Children and Youth, Conflict Resolution, Crime and Safety, Family, Human Rights and Civil Liberties, LGBTQIA+, Men, Race and Ethnicity, Religion and Spirituality, Sexual Abuse and Human Trafficking, Victim Support, Volunteering, Women

CONDITIONS

| | |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recurrence | <input checked="" type="checkbox"/> One-Time Only <input type="checkbox"/> A Few Hours Per Week <input type="checkbox"/> A Few Hours Per Month <input type="checkbox"/> Flexible <input type="checkbox"/> Part Time (10-30 hours/week) <input type="checkbox"/> Full Time (31+ hours/week) |
| Time Commitment | <input type="checkbox"/> A Few Minutes <input type="checkbox"/> A Few Hours <input checked="" type="checkbox"/> A Few days <input type="checkbox"/> A Few Weeks <input type="checkbox"/> Flexible |
| Done in a Day Opportunity | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| When Assignment Can Occur | <input checked="" type="checkbox"/> Weekdays-Daytime <input checked="" type="checkbox"/> Weekdays-Evenings <input checked="" type="checkbox"/> Weekends-Daytime <input checked="" type="checkbox"/> Weekends-Evenings |

Time Commitment Details

Prior writers report spending between 10 and 15 hours to complete the content of one subject webpage.

| | |
|--------------------------|------------------------------------------------------------------------------------------------------------|
| Position Location | <input type="checkbox"/> Onsite <input checked="" type="checkbox"/> Remote <input type="checkbox"/> Hybrid |
|--------------------------|------------------------------------------------------------------------------------------------------------|

Position Location Details

REQUIREMENTS

Physical and Mental Requirements (with and without accommodations)

Concentrating, Typing/Writing/Handling Small Objects, Understanding

| | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Who Can Participate | <input checked="" type="checkbox"/> Adults <input type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Public Groups <input type="checkbox"/> Private Corporate Groups <input checked="" type="checkbox"/> International Volunteers |
| Criminal History Check Required | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | |
|----------------------------|----------------------------------------------------------|
| Orientation Required | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Participation Fee Required | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Other Requirements

Writers and editors must have access to information hardware, information software, and internet connectivity for information gathering and word processing.

AVAILABLE SUPPORT

Writers and editors receive a template and instructions to follow for their source collection and content creation. They receive samples of published webpages. They receive instructional and advisory support from the mission promotion director.

ADDITIONAL INFORMATION

[Do Something About Social Distress Series](#)

[Choose Peace Practices Series](#)