


Microvolunteering Opportunities



Time commitments are estimations and may vary depending on skill level, activity length, and project format.



Create

Design and develop content catered toward the legal community.

TIME COMMITMENT
2-3 hours

Create and/or Edit Podcasts

Assist with the recording and editing of podcasts with single or multiple speakers. Edit recordings to remove excess noise and help select/edit short/relevant segments for social media usage.

TIME COMMITMENT
2-3 hours

Create Templates, Standardized Documents, and Policies

Using industry standards, develop various best practice documents for the ILTA community. This might include job descriptions, best practice templates, standardized documents, and other materials.

TIME COMMITMENT
<10 hours


Develop a Pre-Recorded Webinar

Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing presentation recording.

TIME COMMITMENT
2-5 hours

Social Media Content Development

Utilize your tech savvy skills to collaborate with ILTA staff to develop targeted content delivered via ILTA channels on social media



Coordinate

Work with other ILTA members and resources to bring content to market.

TIME COMMITMENT
3-6 hours

Host a Local Meeting

Plan, arrange, and attend a local meeting on topics of interest to the ILTA community. Formats range between educational presentations, networking events, or product demonstrations. Local meetings may be in-person or digital, dependent on the nature of the meeting.

TIME COMMITMENT
<30 hours


Join a Project Team

Provide subject matter expertise to assist in the execution of project team goals determined by ILTA volunteer leadership and/or staff. Teams may focus on strategy, education, engagement, or other matters impacting the broader ILTA community.

TIME COMMITMENT
1-2 hours

Locate Speakers for Webinars and/or Local Events

Recruit subject matter experts to participate in ILTA programming (this may include tapping into your own network).



Collaborate

Engage with peers to drive content and education.

TIME COMMITMENT
<10 hours

Help With User Assisted Testing for Technology Enhancements

Test drive the latest technology features from ILTA and help steer quality assurance, user experience, or user assisted testing.

TIME COMMITMENT
1-2 hours

Participate in a Focus Group

Participate in an interactive discussion with ILTA community members to share challenges, interests, ideas, knowledge, and experiences.

TIME COMMITMENT
4-10 hours

Serve as a Judge for Recognition Programs

Participate in judging panels for ILTA scholarships and award. This may include attending nominee interviews, reviewing applications, and/or playing a key role in selecting recipients based on merit.

TIME COMMITMENT
1-2 hours/month

Serve as a Mentor

Help another ILTA community member further develop by providing guidance, advice, sponsorship, motivation, and/or support on a reoccurring basis.

Speak on a Topic

Share your expertise by joining a panel or presenting alone during a ILTA educational activity, event, conference, or gathering.

TIME COMMITMENT
6-8 hours

Video Editing

Edit video content to provide the best possible experience for the ILTA audience; suggest revisions to content and delivery format to improve quality; and identify key clips for promoting full video content.

TIME COMMITMENT
<15 hours

Participate In Survey Development

Join a team of volunteers, or assist ILTA staff, in the development of a new, or review of an existing, survey. Use your expertise to make recommendations to the questions asked and answer options provided.

TIME COMMITMENT
2-6 hours

Write a Blog Post

Identify an industry-specific or “just-in-time” topic and convey information in a concise and captivating manner in writing.

TIME COMMITMENT
1-2 hours

Write an Article for a Publication

Explore an educational topic in-depth by writing for an ILTA digital publication, which may include *Peer to Peer*, targeted white papers, or Bleeding Edge.

TIME COMMITMENT
2-4 hours

Create Curated Content Digests

Review ILTA content (on a specific topic) and guide community members to relevant links. This may include writing a blog, assisting ILTA staff with Content Briefings, or developing other digest materials.

TIME COMMITMENT
1-2 hours

Develop and Coordinate a Live (Digital) Event

Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing the live presentations or event (digitally).

TIME COMMITMENT
<15 hours

Moderate a Roundtable

Attend a local or in-person ILTA meeting and moderate the conversation. Bring conversation starters, solicit questions from attendees, and keep the conversation flowing.

TIME COMMITMENT
2-4 hours

Moderate a Digital Event

Moderate a digital ILTA podcast, roundtable, or webinar. Where needed, assist in creating opening and closing remarks, determine flow, and/or curate a list of conversation topics.

TIME COMMITMENT
2-8 hours

Volunteer at an In-Person ILTA Conference

On-site volunteering can include session support, bag stuffing, registration desk support, and other administrative support activities. This may include providing an extra set of hands to ILTA staff or volunteer teams at in-person conferences.

TIME COMMITMENT
2-8 hours

Promote Existing Programming

Identify an industry-specific or “just-in-time” topic and convey information in a concise and captivating manner in writing.

TIME COMMITMENT
15-30 mins

Share Your Perspective

Collaborate with ILTA staff and volunteers to create video clips, written testimonials, or other content to be shared on the ILTA website and/or social media.

TIME COMMITMENT
1-2 hours

Get more information



[ILTA Volunteer Page »](#)



[Find Your Volunteer Role at ILTA »](#)



[See Current Opportunities »](#)

HAVE QUESTIONS?

If you’re not sure where to start your volunteer efforts, check out the **[Everything You Need to Know](#)** document, or message us at **membership@iltanet.org**. Otherwise, visit the **[ILTA Volunteer page](#)** to opt-into the general volunteer pool and watch for current volunteer openings.



Microvolunteering Role Description

DESCRIPTION

In this micro-volunteering role, individuals will work with other ILTA members, staff, and resources to create various forms of content. The ideal candidates will be those that understand ILTA's volunteer structure, are familiar with organizing and developing programming deliverables, and are comfortable communicating across various channels with individual contributors, team leads, and key stakeholders.

ROLE & RESPONSIBILITY

The micro-volunteering creator's role is to assist ILTA staff and other volunteers with the creation of content brought to market. The content may include, but not be limited to, the following: local meetings, webinars, projects, live or digital events, roundtables, conferences, or marketing.

Depending on the nature of the content being developed, the micro-volunteering collaborator role may include any of the following responsibilities:

- Assist with the recording and editing of podcasts with single or multiple speakers. Edit recordings to remove excess noise and help select/edit short/relevant segments for social media usage.
- Using industry standards, develop various best practice documents for the ILTA community. This might include job descriptions, best practice templates, standardized documents, and other materials.
- Work with ILTA staff to develop content around a given topic, including sourcing speakers, coordinating schedules, and managing presentation recording.
- Utilize your tech savvy skills to collaborate with ILTA staff to develop targeted content delivered via ILTA channels on social media.
- Share your expertise by joining a panel or presenting alone during a ILTA educational activity, event, conference, or gathering.
- Edit video content to provide the best possible experience for the ILTA audience; suggest revisions to content and delivery format to improve quality; and identify key clips for promoting full video content.
- Join a team of volunteers, or assist ILTA staff, in the development of a new, or review of an existing, survey. Use your expertise to make recommendations to the questions asked and answer options provided.
- Identify an industry-specific or "just-in-time" topic and convey information in a concise and captivating manner in writing.
- Explore an educational topic in-depth by writing for an ILTA digital publication, which may include Peer-to-Peer, targeted white papers, or Bleeding Edge.
- Review ILTA content (on a specific topic) and guide community members to relevant links. This may include writing a blog, assisting ILTA staff with Content Briefings, or developing other digest materials.

MINIMUM CRITERIA

- Active ILTA member, business partner or industry participant
- Complete the ILTA Conflict of Interest Form
- At least two years' experience working in legal technology
- Experience as a speaker, author, or regular e-group contributor (or other volunteer experience within ILTA or similar professional organization)
- Accepts direction from the volunteer leadership and ILTA staff as required
- Act as a reflection of ILTA's core values at all times.
- Good communication skills
- Proficient in Microsoft Office, Google Workspace, Slack, Teams, and cloud/collaboration apps
- Professional demeanor
- Open and curious mind

COMPENSATION

ILTA volunteers do not receive compensation for their services but may be reimbursed for expenses.

DIVERSITY, EQUITY AND INCLUSION

ILTA seeks to foster diversity, equity, and inclusion throughout the legal tech community. Holding this core value central to all volunteer efforts will be key to the success of individuals holding ILTA volunteer roles and remains a top priority for ILTA.



Microvolunteering Role Description

DESCRIPTION

In this micro-volunteering role, individuals will work with other ILTA members, staff, and resources to coordinate efforts to bring various forms of content and events to market. The ideal candidates will be those that understand ILTA's volunteer structure, are familiar with organizing and coordinating programming initiatives, and are comfortable communicating across various channels with individual contributors, team leads, and key stakeholders.

ROLE & RESPONSIBILITY

The micro-volunteering coordinator's role is to assist ILTA staff and other volunteers, coordinating with individual contributors and resources to bring content to market. The content may include, but not be limited to, the following: local meetings, webinars, projects, live or digital events, roundtables, conferences, or marketing.

Depending on the nature of the content being developed, the micro-volunteering collaborator role may include any of the following responsibilities:

- Collaborate with ILTA staff and volunteers to coordinate resources, scheduling, and content for events or programming;
- Communicate with speakers and writers regarding scheduling and deadlines, and assist with setting meetings;
- Draft meeting agendas and action items lists for other volunteers and contributors;
- Draft and send meeting recaps after meetings;
- Collaborate with speakers and writers on various communication platforms and channels;
- Attend meetings and collaboration sessions, and coordinate or facilitate discussion among thought leaders and subject matter experts to develop content and programming;
- Attend local events and coordinate setting up or breakdown of event spaces for live events;
- Attend conferences and coordinate setting up or breakdown spaces for live events; or
- Provide feedback on content and events in the spirit of growth and professional development.

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ROLE & RESPONSIBILITY

The micro-volunteering collaborator's role is to assist ILTA staff and other volunteers with individual programming development and bring content to market. The content may include, but not be limited to, the following: local meetings, webinars, projects, live or digital events, roundtables, conferences, or marketing.

Depending on the nature of the content being developed, the micro-volunteering collaborator role may include any of the following responsibilities:

- Help with a User Assisted Testing for Technology Enhancements
- Participate in a Focus Group hosted by ILTA or its volunteer teams.
- Serve as a Judge for Recognition Programs
- Serve as a Mentor in the MyILTA Mentor Program.
- Share your Perspective via podcasts, written articles, or speaking at a session, webinar, roundtable or event.

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