

IEEE Volunteering



**Need volunteers? We'll help you find them.**

Share your opportunities with IEEE Volunteering today.

**GET STARTED**

## IEEE Volunteering Platform

[volunteer.ieee.org](https://volunteer.ieee.org)

# What is the IEEE Volunteering Platform?

*Cross-IEEE solution for all IEEE members to advertise and search for volunteering opportunities, be it short- or long-term, local or remote, or requiring different skills*

## Need volunteers? You can:

- Share volunteering opportunities
- Recruit volunteers or new team members
- Track volunteering work

## Want to volunteer? You can:

- Browse or search for available volunteer opportunities
- Apply to opportunities that interest you
- Automatically generate your volunteering CV
- Collect feedback and endorsements from volunteer leadership

## Who can use the IEEE Volunteering platform?

- All IEEE members can search for and create opportunities

*Help others become part of IEEE's mission by providing opportunities for the new #IEEEVolunteeringPlatform*  
[volunteer.ieee.org](https://volunteer.ieee.org)



# Why use the IEEE Volunteering Platform?

*Modern approach to volunteering*

Simplify the process of volunteering with IEEE

Recruit volunteers

Provide flexible volunteering opportunities

Recognize volunteering efforts, regardless of duration or intensity

Enable a recommendation and feedback process

Encourage project-based, skill-based, and long-distance volunteering

Easily track your volunteering work through an automated volunteering CV

Encourage merit-based advancement along the IEEE career path



# Call to Action - IEEE Volunteering Platform

*Create opportunities and socialize using the Marketing Toolkit*

Think about how to utilize this platform in your organizational units

Develop opportunities and encourage peers to do the same

Provide user feedback to [volunteering@ieee.org](mailto:volunteering@ieee.org)

Use the new [IEEE Volunteering Platform Marketing Toolkit](https://brand-experience.ieee.org/ieee-volunteering-toolkit/) to socialize within your organizational units:

Promotional ads

Banner ads

Print ads

Social media messaging samples

Email samples

## Longer Text Samples (e.g., for Emails or Web Pages)

Use the text samples below to accompany promotional images when creating emails or longer promotional items.

1. Help others become part of IEEE's mission by providing opportunities on the IEEE Volunteering platform! By creating opportunities, you are helping members get involved, learn new skills and expand their professional network- all while receiving the assistance you need for your projects. Creating opportunities is easy. Login to [volunteer.ieee.org](https://volunteer.ieee.org) to get started!
2. Do you have a project that could use the help of a volunteer? Now with the IEEE Volunteering Platform, it is easier than ever to create opportunities for others and get the assistance you need! Once you login to the portal, you can create and post volunteer opportunities, recruit volunteers to join your team, and get paired with volunteers that have matching interests and skills. Go to [volunteer.ieee.org](https://volunteer.ieee.org) to get started today!
3. Are you interested in becoming part of IEEE's journey to advance technology for the benefit of humanity? IEEE counts on dedicated individuals like you to help achieve this mission, and you can play a direct role. On the IEEE Volunteering Platform, you can post opportunities for users to apply to. These opportunities allow you to find volunteers that can assist you in upcoming projects, and allow members to find projects that help them gain new skills, expand their professional networks, and explore new interests. Go to [volunteer.ieee.org](https://volunteer.ieee.org) to help IEEE members come together to advance technology.

# Creating Opportunities

## *Getting started*

### Identify volunteering opportunities

Are there tasks in your organizational unit that could benefit from having additional volunteers address them?

Are there any upcoming projects or activities that will require new team members?

Are there any short-term opportunities for volunteers to help?

### Share the volunteering opportunities on the IEEE Volunteering platform

Include a good description and be clear what requirements candidates should fulfill

### Promote the opportunity across your communication channels

Share the opportunity directly from the platform to your social media or via email to encourage more members from your target group to apply

Share the opportunity in your newsletter by providing the public link



**NEED VOLUNTEERS?  
WE'LL HELP YOU  
FIND THEM.**

IEEE Volunteering makes finding qualified participants easier. Through our platform, members can advertise their open volunteering opportunities—be it short or long-term, remote, or requiring different skills. We

To learn more and get started today, visit **[volunteer.ieee.org](https://volunteer.ieee.org)**



# Opportunity Creation Ideas

*A few ideas for areas where you might need help*

Conference meet and greet/registration desk support

Peer review of papers

Assistance with marketing materials or social media posts

Committee/unit subteams, working groups, or ad hoc needs

Co-host a webinar and monitor Chat/Q&A

Recruit speakers for presentations

Specific Region, Section, Society, Council, Student Branch, Chapter, Affinity Group, Community, or organizational unit projects

Check out the current opportunities on the platform for more ideas!

A promotional banner for IEEE Volunteering. It features a yellow and orange background with a wavy pattern. The text "IEEE Volunteering" is in the top left. The main headline "Need volunteers? We'll help you find them." is in large, bold, white font. Below it, in smaller white font, is "Share your opportunities with IEEE Volunteering today." At the bottom left is a green button with "GET STARTED" in white. At the bottom right is the IEEE logo.

IEEE Volunteering

**Need volunteers?  
We'll help you  
find them.**

Share your opportunities with  
IEEE Volunteering today.

GET STARTED

 IEEE

#IEEEVolunteeringPlatform:  
Where opportunity meets flexibility!  
[volunteer.ieee.org](https://volunteer.ieee.org)

# Enhancing the IEEE Volunteering Platform

*IEEE Volunteering roadmap includes:*

New developments and improvements to the user interface and process flows

Reporting features

Integration with other services such as the IEEE App, vTools, and IEEE Collabratec™

An aggregate CV

Engaging and measuring the impact of IEEE Volunteers



**VOLUNTEERING  
ON YOUR TERMS.**

Volunteering for small things, with a big impact. IEEE Volunteering offers flexibility for organizers and participants alike. Through our platform, IEEE members can easily advertise for or search through volunteering opportunities—be it short or long-term, local or remote, or requiring different skills.

To learn more and get started today, visit:  
[volunteer.ieee.org](https://volunteer.ieee.org)



IEEE Volunteering



**Short on time? We're long on opportunity.**

Register with IEEE Volunteering today.

**MAKE A DIFFERENCE**



# Feedback or Questions?

email [volunteering@ieee.org](mailto:volunteering@ieee.org)

IEEE Volunteering

**Where opportunities meet volunteers.**

Make your opportunities known with IEEE Volunteering.

**START NOW**




# Appendix: Exploring the Platform

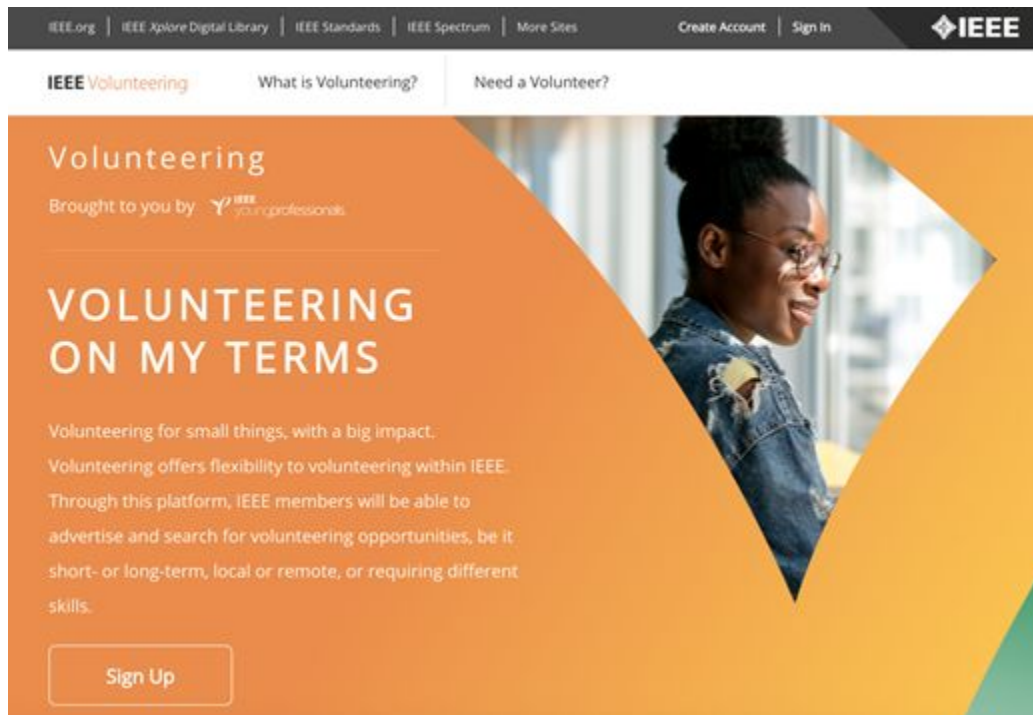
*A Walk-Through*

# Getting Started

Access the platform using your IEEE credentials




The screenshot shows the IEEE sign-in interface. At the top, a blue banner reads "IEEE - Sign in to access the secure content". Below this is a white box with a grey header "Sign in". Inside the box, there are two input fields: "Email address:" and "Password:". Below the password field, there are two links: "IEEE Members: Forgot password" and "IEEE Employees: Forgot username or password". At the bottom right of the box is an orange "Sign in" button.



The screenshot shows the IEEE Volunteering page. The top navigation bar includes links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites, along with "Create Account" and "Sign in" buttons. The main header features "IEEE Volunteering" and two sub-headers: "What is Volunteering?" and "Need a Volunteer?". The main content area has a large orange background with the word "Volunteering" in white, followed by "Brought to you by IEEE young professionals". Below this is the title "VOLUNTEERING ON MY TERMS" in large white letters. The text describes volunteering for small things with a big impact, offering flexibility and the ability to advertise and search for opportunities. A "Sign Up" button is at the bottom. On the right, there is a photo of a smiling woman with glasses and a denim jacket.


# Selecting a Role

*The platform provides you with two options*

[IEEE.org](#) | [IEEE Xplore Digital Library](#) | [IEEE Standards](#) | [IEEE Spectrum](#) | [More Sites](#) [Sign Out](#) 


IEEE Volunteering

### Choose Your Role



Do you want to volunteer for IEEE? Explore what is currently available - find an opportunity that fits by filtering options based on skills, location, and more. Update your profile to automatically match opportunities and attract recruiters.

[I Want to Volunteer](#)



Are you looking to recruit more volunteers to help with specific tasks, or add new members to your volunteering team? If you have a volunteering opportunity within IEEE to share with the community, proceed as an opportunity creator.

[I Need to Find a Volunteer](#)

# Dashboard Navigation

*Your dashboard provides a quick overview of your activity on the platform*

The screenshot displays the IEEE Volunteering dashboard. At the top, the navigation bar includes the IEEE Volunteering logo, a 'Dashboard' tab (which is active), and other tabs for 'My Opportunities', 'Opportunities', 'Volunteers', 'My Profile', and a 'Create Opportunity' button. Below the navigation bar, there are four statistics cards: 'Active Opportunities' (0), 'Items Need Action' (0), 'Completed Opportunities' (0), and 'Endorsements' (0). To the right of these cards is the 'Opportunities' section, which has tabs for 'Relevant' (active) and 'Favorite'. A single opportunity is listed: 'IEEE Czechoslovakia Section: Pre-university activities'. This opportunity is marked as a 'Content-based' match with a '75% Match' score. It includes tags for 'Larger project' and 'Česko', and is 'Online'. At the bottom of the opportunity card, a table shows the 'Start Date' as 01/01/2021, the 'End Date' as 12/31/2021, and the 'Duration' as 100 Hours. On the left side of the dashboard, under the heading 'In Progress Opportunities', a message states: 'You currently have no in-progress opportunities. Find and apply to an opportunity now.' Below this message is a 'Create Opportunity' button.

IEEE Volunteering

Dashboard My Opportunities Opportunities Volunteers My Profile Create Opportunity

0 Active Opportunities

0 Items Need Action

0 Completed Opportunities

0 Endorsements

In Progress Opportunities

You currently have no in-progress opportunities. Find and apply to an **opportunity** now.

Create Opportunity

Opportunities

Relevant Favorite

Content-based 75% Match

IEEE Czechoslovakia Section: Pre-university activities

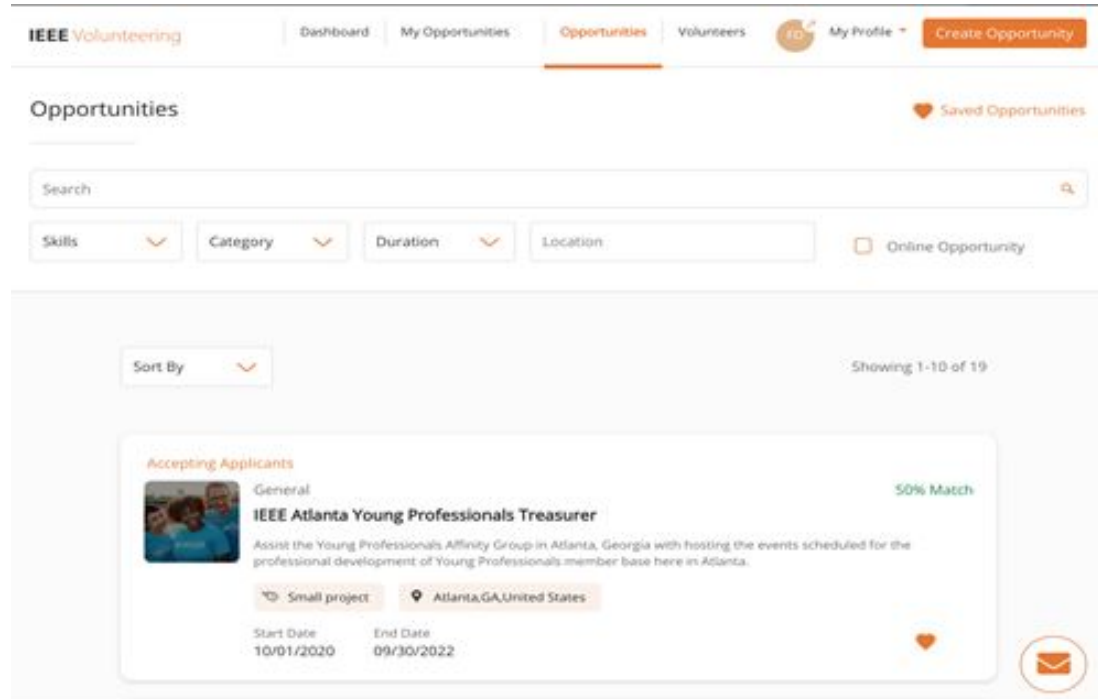
Larger project Česko

Online

Start Date	End Date	Duration
01/01/2021	12/31/2021	100 Hours

# Searching for Opportunities

*Members and volunteers can find opportunities using simple search terms*



The screenshot shows the IEEE Volunteering website interface. At the top, there is a navigation bar with links: Dashboard, My Opportunities, Opportunities (highlighted), Volunteers, My Profile, and a Create Opportunity button. Below the navigation bar, the main heading is "Opportunities" with a "Saved Opportunities" link. A search bar is present, followed by filters for Skills, Category, Duration, and Location. There is also a checkbox for "Online Opportunity". Below the filters, a "Sort By" dropdown and "Showing 1-10 of 19" are visible. The main content area displays a list of opportunities. The first opportunity is titled "IEEE Atlanta Young Professionals Treasurer" and is marked as "Accepting Applicants". It includes a description: "Assist the Young Professionals Affinity Group in Atlanta, Georgia with hosting the events scheduled for the professional development of Young Professionals member base here in Atlanta." The location is "Atlanta, GA, United States", the start date is "10/01/2020", and the end date is "09/30/2022". A "50% Match" indicator is shown. There are icons for a heart (save) and an envelope (contact) at the bottom right of the opportunity card.

IEEE Volunteering

Dashboard My Opportunities Opportunities Volunteers My Profile Create Opportunity

Opportunities Saved Opportunities

Search

Skills Category Duration Location Online Opportunity

Sort By Showing 1-10 of 19

Accepting Applicants

General 50% Match

**IEEE Atlanta Young Professionals Treasurer**

Assist the Young Professionals Affinity Group in Atlanta, Georgia with hosting the events scheduled for the professional development of Young Professionals member base here in Atlanta.

Small project Atlanta, GA, United States

Start Date 10/01/2020 End Date 09/30/2022

# Searching for Volunteers

*Team members can be found using memberships, endorsements, skills, location*

The screenshot displays the IEEE Volunteering website's search interface. At the top, a navigation bar includes the 'IEEE Volunteering' logo and links for 'Dashboard', 'My Opportunities', 'Opportunities', 'Volunteers' (which is highlighted), 'My Profile', and a 'Create Opportunity' button. Below the navigation bar, the 'Volunteers' section is active, with a link to 'Previous Team Members' on the right. A search bar with a magnifying glass icon is present, followed by filters for 'Skills' (with a dropdown arrow) and 'Location' (with a text input field). Below these filters, a 'Sort By' dropdown and a status 'Showing 1-10 of 191' are visible. Two volunteer profiles are shown as cards. The first card features a blurred profile picture, a list of skills including 'Power Electronics', 'Scientific paper review', and 'Scientific paper writing' (with a '+3 More' link), and statistics for '0 Endorsements' and '0 Completed Assignments', along with a 'View Profile' button. The second card follows a similar layout with skills like 'Academic research', 'Application or grant writing', and 'Nanotechnology' (with a '+3 More' link), and also shows '0 Endorsements', '0 Completed Assignments', and a 'View Profile' button.

# Creating a New Volunteering Opportunity

*It takes about 3 minutes to publish a new opportunity*

Create Opportunity \* Denotes mandatory field

Title\*

Description\*

Location\*  ☐ Online Opportunity

Category\*  Experience Level\*

Skills Required\*  Co-Owner

Estimated Hours\*  Hours Approximate Duration  Number of Volunteers Needed\*

Start Date\*  End Date\*

Upload Thumbnail Image



Upload Materials

☒ Opportunity Created!

Invite Volunteers 2 Volunteers Match Your Opportunity!

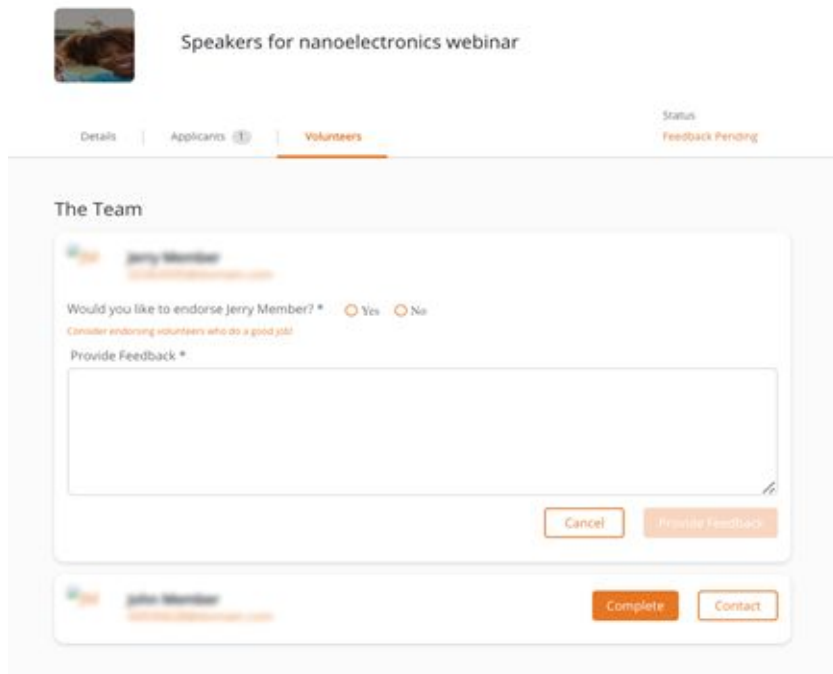
Invite some of the volunteers you worked with in the past or explore new volunteers.

Recommended Volunteers

 Jerry Mendenhall 100% Match 21 Endorsements Academic research Nanotechnology Applicants CV Request More Info <input type="button" value="Send Invite"/>
 SmallPlanet Research 50% Match 2 Endorsements Nanotechnology Applicants CV Request More Info <input type="button" value="Send Invite"/>

# Providing Feedback and Endorsements

*Acknowledge the effort and completion of assignments for your team*



The screenshot shows a web interface for managing volunteers. At the top, there's a header for "Speakers for nanoelectronics webinar" with a small image. Below this, there are tabs for "Details", "Applicants (1)", "Volunteers", and "Status". The "Volunteers" tab is active. Under the "Status" tab, it says "Feedback Pending". The main content area is titled "The Team" and contains a list of volunteers. The first volunteer is "Jerry Member" with a profile picture. Below the name, there's a question: "Would you like to endorse Jerry Member? \*" with radio buttons for "Yes" and "No". A note below says "Consider endorsing volunteers who do a good job!". There's a text input field for "Provide Feedback \*". At the bottom of this section are "Cancel" and "Provide Feedback" buttons. The second volunteer is "John Member" with a profile picture. At the bottom of this section are "Complete" and "Contact" buttons.

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# Feedback or Questions?

email [volunteering@ieee.org](mailto:volunteering@ieee.org)