



**Sacramento LGBT Community Center
Director of the Outreach & Training Institute
Job Description-Full Time**

Job Summary:

The Sacramento LGBT Community Center seeks a **Director of the Outreach & Training Institute** to manage all outreach, education, and training efforts in our work to create a region where LGBTQ people thrive. This position will serve as an LGBTQIA+ subject matter expert focused on raising awareness of LGBTQIA+ equity and social justice issues, organizing support for community and policy initiatives, increasing the visibility of Center programs and services, and providing LGBTQIA cultural humility training with an emphasis on healthcare, education, faith-based, public and nonprofit social service agencies, and cultural organizations. This position reports to the Director of Programs and works in partnership with other programming staff, stakeholders, industry professionals, as well as directly with adult and youth community members of diverse backgrounds. This is a new, full-time, non-exempt position.

Responsibilities:

Education & Training:

- Serve as an LGBTQIA cultural humility content expert
- Increase staff's critical consciousness in areas of social change, identity politics, and intersectionality.
- Develop LGBTQIA cultural humility training presentations customized for educators, healthcare providers, elder care facilities, public safety agencies, social service providers, faith communities, and other businesses and organizations
- Coordinate subject specific education programs on subjects such as economic justice, transgender inclusion, LGBTQIA healthcare etc.
- Research, design, and prepare curriculum and collateral materials to distribute in conjunction with training presentations
- Conduct training sessions and educational workshops for groups ranging in size from 10-100
- Build a network of content expert trainers within the Sacramento region.
- Develop a comprehensive "Train the Trainer" Program
- Continuously evaluate and update training to maximize effectiveness
- Develop an organizational equality audit framework that can be offered as a stand-alone or add-on service that reviews policies, handbooks, new hire orientation processes, management training, and community commitment for businesses and non-profit organizations
- Develop a marketing strategy in order to actively promote these services to existing partners and prospects with the goal of building long-term organizational relationships

Community Organizing & Advocacy:

- Serve as a representative of the organization in collaborative partner networks and at related community events and activities.
- Analyze public policy proposals and make recommendations for support/opposition of issues relevant to the LGBTQIA community; draft letters and talking points in alignment with the Center's position.
- Organize community members to engage with policy makers on equity and social justice initiatives

- Create awareness in the Building Healthy Communities (BHC) community regarding what rejection and discrimination look like in communities of color and its traumatic health impacts through traditional and social media outreach
- Evaluate the status of inclusionary policies and sexual health education practices in the region's schools and work to ensure they are culturally competent and LGBTQ+ affirming

Community Outreach:

- Conduct outreach and train volunteers to do outreach at community events with an emphasis on the South Sacramento area, cultural events, schools, and faith communities.
- Recruit, mentor, organize and manage bookings for the Center's LGBTQ+ Speaker's Panel
- Engage parents and families regarding the consequences of trauma caused by rejecting behaviors including development of a panel of speakers that can share their personal stories and provide tools to support affirming behaviors
- Engage with schools, faith-based leaders, and cultural groups to educate and create brave spaces for LGBTQ+ youth of color through development of educational workshops and trainings
- Engage community media partners

General Duties:

- Develop and manage meaningful volunteer and internship opportunities to support the program
- Develop printed and electronic materials to support program activities and market our training program offerings
- Draft progress reports on grant deliverables
- Coordinate meetings, activities, workshops relevant to the program
- Collaborate with program, development, and operations staff to maximize the reach of Center programs and advocacy efforts

Educational Qualifications:

- Bachelor's degree in community organizing and advocacy, marketing or communications, gender or ethnic studies, social work, public health, education, or relevant field. Five years of directly related work experience may be substituted for formal education

Qualifications:

- Minimum of 2 years with experience in community organizing, outreach, education, training, cultural linguistics, or another related field
- Expertise in the area of LGBTQ identities, the intersectionality of gender, race, sexuality, age, and economic justice
- Experience developing training curriculum and supplemental materials
- The ability to describe the many phases of instructional design and an instructional systems design model
- An understanding of the principles of rapid prototyping for training development.
- Must understand mechanisms for obtaining presentation feedback and making instructional corrections
- The flexibility to develop and adjust training content to meet audience expectations
- The knowledge of developing of online training mechanisms, webinars etc.
- Prefer experience developing digital and webinar based training with incorporated testing.

- Must be comfortable with video and audio training mechanisms.
- Must be comfortable developing, delivering and executing interactive training workshops.
- Demonstrated ability to work effectively with youth and adults of diverse backgrounds, ethnicities, ages, sexual orientations and gender identities in a multicultural environment
- Excellent interpersonal, verbal, and written communication skills; public speaking, facilitation, and coalition building capabilities to balance interests, negotiate, and work with a variety of internal and external stakeholders
- Understanding of grant project management including activity design and data collection to ensure contract deliverables
- Proficient computer skills and experience with Microsoft Office 365 including Outlook, Word, Excel, and PowerPoint
- Flexibility of schedule, including some evenings and weekends as needed
- Strong preference for applicants who are multilingual (Spanish, Vietnamese, Hmong, Cantonese)
- Requires safely lifting or moving up to 25 lbs. on an occasional basis and navigating tight storage space
- Must have a valid driver's license and reliable automobile transportation with proof of valid insurance. Must be willing to drive and fly to training and outreach primarily in the Sacramento region, but also on occasion statewide
- Offers of employment may be contingent on satisfactory results of a criminal history background check

Compensation:

- Full-time, 40 hours per week
- \$16-17 per hour
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

To Apply:

Go to <http://saccenter.org/careers>. Please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email to jobs@saccenter.org. The email must be titled "Director of the Outreach and Training Institute." No phone calls or in-person applications please.

Successful candidates who are invited to an on-site interview will be required to give a 15-minute presentation.

About the Organization:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

Equal Opportunity:

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, HIV/AIDS status, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.