

**POSITION:** Outreach and Training Institute Director  
**REPORTS TO:** Director of Programs  
**STATUS:** Non-Exempt; Full-Time, Regular  
**COMPENSATION:** DOE \$19-21 per hour  
**BENEFITS:** Medical, Dental, Vision, and Life Insurance; Employee Assistance Program; Paid Holidays, Sick, and Vacation  
**LOCATION:** Sacramento, CA

**JOB SUMMARY:** The Outreach & Training Institute Director manages 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 all forms of oppression, 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, 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.

**ESSENTIAL FUNCTIONS:**

Education & Training:

- 1) Serve as an LGBTQIA cultural humility content expert
- 2) Increase staff's critical consciousness in areas of racism, anti-Blackness, misogyny and misogynoir, White supremacy, xenophobia, ableism, fatphobia/anti-fat bias, and other forms of oppression that intersect with LGBTQIA identities.
- 3) 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
- 4) Coordinate subject specific education programs on subjects such as economic justice, transgender inclusion, LGBTQIA healthcare etc.
- 5) Research, design, and prepare curriculum and collateral materials to distribute in conjunction with training presentations
- 6) Conduct training sessions and educational workshops for groups ranging in size from 10-100
- 7) Build a network of content expert trainers within the Sacramento region.
- 8) Develop a comprehensive "Train the Trainer" Program
- 9) Continuously evaluate and update training to maximize effectiveness
- 10) 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
- 11) 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:

- 1) Serve as a representative of the organization in collaborative partner networks and at related community events and activities.

- 2) 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.
- 3) Organize community members to engage with policy makers on equity and social justice initiatives including testifying before legislative bodies.
- 4) 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
- 5) 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:

- 1) 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.
- 2) Recruit, mentor, organize and manage bookings for the Center's LGBTQ+ Speaker's Panel
- 3) 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
- 4) 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
- 5) Engage community media partners

**GENERAL DUTIES:**

- 1) Develop and manage meaningful volunteer and internship opportunities to support the program
- 2) Develop printed and electronic materials to support program activities and market our training program offerings
- 3) Negotiate training contracts and develop a business plan for expansion of the institute
- 4) Draft progress reports on grant deliverables
- 5) Coordinate meetings, activities, workshops relevant to the program
- 6) Collaborate with program, development, and operations staff to maximize the reach of Center programs and advocacy efforts
- 7) Participate in staff meetings, department meetings.
- 8) Other duties as assigned.

**QUALIFICATIONS AND EXPERIENCE:**

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to follow all policies and procedures of the organization.
- 2) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people.
- 3) 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
- 4) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic



- backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- 5) Expertise in the area of LGBTQ identities, the intersectionality of gender, race, sexuality, age, and economic justice
  - 6) Experience developing training curriculum and supplemental materials
  - 7) The ability to describe the many phases of instructional design and an instructional systems design model
  - 8) An understanding of the principles of rapid prototyping for training development.
  - 9) Must understand mechanisms for obtaining presentation feedback and making instructional corrections
  - 10) The flexibility to develop and adjust training content to meet audience expectations
  - 11) The knowledge of developing of online training mechanisms, webinars etc.
  - 12) Prefer experience developing digital and webinar based training with incorporated testing.
  - 13) Understanding of grant project management including activity design and data collection to ensure contract deliverables
  - 14) Flexibility of schedule, including some evenings and weekends as needed
  - 15) Strong preference for applicants who are multilingual (Spanish, Vietnamese, Hmong, Cantonese)
  - 16) Ability to work independently and as part of a team.

**REQUIREMENTS:**

- 1) Bachelor's degree and two years of experience in community organizing and advocacy, marketing or communications, gender or ethnic studies, higher education, social work, public health, or relevant field. Five years of directly related work experience may be substituted for formal education.
- 2) Proficiency working with computers and Microsoft Office software including Outlook, Word, Excel, PowerPoint, OneDrive, database systems, and social media tools.
- 3) Must be comfortable with video and audio training mechanisms.
- 4) Must be comfortable developing, delivering and executing interactive training workshops.
- 5) Access to reliable automobile transportation with a valid driver's license and proof of insurance is required. This position may on occasion be required to travel by air or rental car.
- 6) The person in this position may be required to sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages by telephone.
- 7) Offer of employment may be contingent on satisfactory results of a criminal history background check.
- 8) Employees must be legally permitted to work in the United States.
- 9) The Sacramento LGBT Community Center is a drug free workplace; employees may be subject to a drug test.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**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.

**EQUAL OPPORTUNITY:**

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender and/or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

**TO APPLY:**

Email a cover letter and resume as attachments to [jobs@saccenter.org](mailto:jobs@saccenter.org) with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 2012 K Street, Sacramento, CA 95811. For more information, visit [saccenter.org/careers](http://saccenter.org/careers). No phone calls please.

