



Job Opening: Community Engagement Director

Job Title: Community Engagement Director	Posted: November 1, 2018
Open Until: 5pm on November 30, 2018	Desired Start Date: Monday, Dec 17 2018 (must start during the first week of Jan)
Organization: Stonewall Youth	Address: P.O. Box 7383 Olympia, WA 98507
Phone Number: (360) 888-4273	Email: info@stonewallyouth.org
Salary: \$18/hour at 25 hours/week	Benefits: Possible healthcare stipend

Organization Description:

Stonewall Youth is an organization of youth, activists and allies that empowers lesbian, gay, bisexual, queer, questioning, intersex and asexual (LGBTQQIA) youth to speak for themselves, educate their communities, and support each other. Stonewall Youth envisions a community in which all queer, gender variant, and gender non-conforming youth have a full spectrum of choices regarding their bodies, self-expression, relationships, and legal rights. Our staff operates collectively and is dedicated to nonhierarchical leadership. More information about Stonewall Youth is available at www.stonewallyouth.org. **PRIOR TO YOUR INTERVIEW, PLEASE FAMILILIRARIZE YOURSELF WITH OUR WORK BY VISTING OUR WEBSITE:** www.stonewallyouth.org

Job Description:

Stonewall Youth's Community Engagement Director is responsible for outreach, advocacy, and volunteer and intern co-ordination. Outreach ensures that our current community connections are updated on events and programming. It also aims to grow our network of relationships. Advocacy provides youth participants with information and support in accessing resources they may need. Volunteer and Intern co-ordination allows for adult allies or participants to be in the space, safely, to give back to their community and/or to gain school credit.

Minimum Qualifications:

(Successful candidate must be able to demonstrate in order to be considered for this position.)

- Familiarity with local and regional community resources that serve youth.
- Outgoing, energetic, and excited about meeting new people and forming new connections on a personal and professional level.
- Flexibility in schedule, to attend relevant community outreach opportunities.
- Reliable transportation to connect with the counties we serve, Mason, Thurston, and Lewis.
- Interest and ability to collaborate respectfully and successfully with participants and adults involved at Stonewall Youth.
- Background in social justice analysis and anti-oppression work with an understanding of intersectionality; framework around youth empowerment and adultism.
- Awareness of community issues and how they relate to queer youth.
- Ability to work as a collective member who supports youth leadership.
- Enthusiasm and willingness to learn new information and develop new knowledge, skills and abilities.
- Proficient in computer and social media skills – to include Microsoft Office, Wordpress, Google “Suite” (docs, calendars, Gmail, Facebook).
- Ability to communicate clearly in written and verbal form.
- Confidence in meeting deadlines.
- Maintains confidentiality with personal and private information.
- Experience with, and commitment to, queer and trans liberation.
- Serve as a positive representative of Stonewall Youth in all public and professional settings.

Desired Qualifications:

(successful candidate will demonstrate, or show a willingness to learn desired knowledge, skills and abilities).

- Experience with nonhierarchical organizing structures.
- Experience with youth advocacy in institutions and organizations.
- design and/or advertising experience
- Familiarity and experience with Youth Leadership and Youth Adult Partnership frameworks.
- Experience planning successful large-scale events and programs.
- Ability to design and facilitate relevant trainings for volunteers and interns.

Tasks and Responsibilities:

Outreach:

- Update and distribute outreach materials
- Table and attend outreach events
- Network with community organizations, schools and businesses
- Perform outreach to youth to increase participation in programs

Advocacy

- Weekly advocacy hours in the space (2-3 hours/wk)
- Successfully refer youth to relevant community resources and opportunities
- Approach direct service work within a social justice framework
- Understand and operate from a harm reduction framework
- Maintain and update the “resources” tab on our website
- Maintain and update the physical “resource board” in the space

Volunteer Co-ordination

- Recruit competent and fantastic volunteers
- Connect potential volunteers with appropriate jobs
- Plan and implement regular training sessions for new and continuing volunteers
- Periodically review and maintain volunteer job descriptions
- Maintain and update clear volunteer policy and code of conduct policies
- Perform background checks for all new volunteers.

Intern Co-ordination

- Recruit competent and fantastic interns
- Work with students from various colleges to find internships that fit their specific learning goals and interests
- navigate the electronic systems of universities and colleges
- Work with faculty in order to supervise interns
- Plan and implement regular training opportunities for new and continuing interns
- Evaluate interns’ work based on the specific policy of the college they attend

How to Apply:

Please submit a resume, a cover letter, and three references via email by 5pm on Friday, Nov. 30 to be considered for the position. Your cover letter should answer the questions provided below. **Submit all application materials to info@stonewallyouth.org with subject line “Community Engagement Director Application.”**

Touch upon these questions in your one to two-page cover letter:

1. Why are you interested in being our Community Engagement Director at Stonewall Youth?
2. Tell us why you would be a good Community Engagement Director who assists Stonewall Youth in implementing our mission, vision, and values.
3. What is your experience with Stonewall Youth or other similar organizations?

4. How did you hear about this job opening?
5. We request that applicants commit to at least 18 months of work at Stonewall Youth. Can you make that commitment?
6. In the job description, we've listed four aspects of the Community Engagement Director role (Outreach, Advocacy, Intern Coordination, and Volunteer Coordination.) Please speak to any skills and experience you have in these areas in your cover letter.
7. What does queer and trans liberation mean to you?
8. Is there anything else you would like us to know?