

**Title:** Training and Technical Assistance Program Coordinator  
**Hours:** 40 hours per week, some evening and weekends  
**Salary** \$49,000 annually  
**Reports to:** Director of Programs  
**Date:** Open until filled

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[www.gaycity.org](http://www.gaycity.org)

### **Benefits**

- Full healthcare, dental, and optical coverage offered.
- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Gay City recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.
- Free ORCA Pass.

### **To Apply**

- Please submit cover letter and resume via e-mail to [jobs@gaycity.org](mailto:jobs@gaycity.org)
- Please use “T/TA - *Your name*” in the subject line

### **Gay City's Mission**

Gay City: Seattle's LGBTQ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

**Gay City Values:** Advocacy, Accessibility, Intersectionality, Sex & Body Positivity, Stewardship and Transparency.

### **Position Summary**

Gay City is Seattle's LGBTQ Center. Our mission cultivates access and connections to promote self-determination, liberation and joy in our communities.

This position is responsible for coordinating the logistical details of and facilitating Gay City's training and technical assistance (T/TA) programming. You will be providing learning opportunities for service providers and decision-makers to reflect on how we can collectively manifest radical, courageous integrity in our commitments to dismantling the systems of violence that disproportionately impact BIPOC communities, LGBTQ communities, youth communities, and their intersections.

Gay City's T/TA program uses peer advocacy-based techniques rooted in the value of self-determination and an explicitly anti-racist social justice lens in our trainings and technical

assistance so that we may support BIPOC/LGBTQ/youth communities while leveraging power for our holistic wellness.

### **Duties and Responsibilities**

- Maintain training curriculum with current references and information and build new curriculum modules as needed.
- Respond to requests for training, technical assistance, and community engagement opportunities in a timely manner.
- Assist with exploring the process and application of becoming an accredited institution.
- Coordinate, schedule all of Gay City's T/TA.
- Facilitate and support Gay City staff for internal trainings.
- Generate and support the design of training/technical assistance modules in collaboration with other Gay City program staff as needed.
- Implement technical assistance plans; coordinating with other staff when appropriate.
- Develop an outreach strategy in order to actively promote these services to partners and prospects with the goal of building long-term organizational relationships.

### **Qualifications (required)**

- A demonstrated commitment to [our mission, vision and values](#).
- Experience working with transgender/gender nonconforming (T/GNC), lesbian/gay/bisexual/queer (LGBQ) communities, youth communities, and their intersections.
- General knowledge of barriers that impact BIPOC, T/GNC, LGBQ, youth communities, and their intersections.
- Ability to speak, read, and write in English.
- Knowledge of and experience with best practices with public speaking, audience participant engagement, and change-making training methodologies.
- First-hand experience in and with:
  - working with folks of different abilities and neurodiversities.
  - supporting and working with people navigating trauma and/or who are actively in crisis.
  - facilitating trainings focused on anti-oppression and social justice topics.
  - contributing to and/or facilitating a training with attendance of at least 25 participants.
  - communicating with collaborators with varying perspectives and interests.
  - navigating resources and systems to overcome barriers and/or advocating for community members to overcome systemic barriers and challenges.
  - participating in coalitions and community collaborations.
  - managing database systems.
  - managing larger projects that span multiple months.
  - planning and facilitating regularly occurring community engagement events.
  - using Microsoft Office products, Google suite, and basic data entry tools.

### **Desired Qualifications**

- Ability to provide training/technical assistance remotely; experience with coordinating webinar logistical support.

- Experience with accreditation process.
- Working understanding of the health disparities that disproportionately impacts BIPOC, T/GNC, LGBQ, youth communities, and their intersections.
- Experience working with state, county, local elected officials, and their staffers.
- Working understanding of motivational interviewing and the value of the practice.
- Experience creating and maintaining systems in a fast-paced work environment.
- Work or volunteer experience with a “by and for” organization.