

Title: Community Advocacy Program Manager

Hours: Full-time (40 hrs/wk), exempt

Salary: \$30.70/hourly

Reports to: Director of Community Programs & Culture

Date: April 1st - May 1st 2025



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.
- Seattle's LGBTQ+ Center recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.
- Free ORCA Pass.

To Apply

- Please submit a cover letter and resume via email to jobs@gaycity.org
- Please use "**Community Advocacy Program Manager - Your name**" in the subject line

Our Vision

Seattle's LGBTQ+ Center is the definitive hub for LGBTQ+ individuals seeking affirming and responsive resources, wellness, and community.

Our Mission

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

Position Summary

The Community Advocacy Programs Manager will oversee the development, implementation, and facilitation of a Domestic Violence (DV) prevention program at Seattle's LGBTQ+ Center. This role will supervise the Training and Technical Assistance Coordinator and the Library & Resources Coordinator. The primary focus of this position is to ensure the holistic well-being of LGBTQ+ communities by offering resources, support, and education, with a special emphasis on DV prevention and intervention.

Duties and Responsibilities:

Community Advocacy

- Create general community events and programs.
- Oversee Queer Quarterly Markets.
- Develop an outreach strategy in order to actively promote these services to partners and prospects with the goal of building long-term organizational relationships.

DV Prevention Program Oversight:

- Develop, implement, and facilitate a comprehensive DV prevention program tailored to the needs of LGBTQ+ communities.
- Collaborate with internal and external stakeholders to ensure the effectiveness and inclusivity of the program.
- Provide leadership and guidance to staff and volunteers involved in DV prevention efforts.
- Coordinate outreach efforts to raise awareness about DV issues and available resources within the LGBTQ+ community.

Training and Technical Assistance Coordination:

- Supervise the Training and Technical Assistance Coordinator in planning and conducting training sessions on DV prevention, crisis intervention, and trauma-informed care.
- Provide ongoing support and mentorship to the Training and Technical Assistance Coordinator to enhance their professional development and effectiveness.
- Collaborate with other community organizations and agencies to deliver joint training sessions and resources.
- Oversee the receiving and filing of invoices.

Library & Resources Coordinator:

- Oversee the Library Resources Referral Coordinator in managing the community engagement with Seattle's LGBTQ+ Center, ensuring the provision of resources, crisis navigation, and support.
- Develop strategies to enhance the accessibility and utilization of the library, resources, and the resources database for LGBTQ+ community members.
- Provide ongoing support and mentorship to the Library & Resources Coordinator to enhance their professional development and effectiveness.
- Develop strategies to sustain the Mutual Aid Closet.
- Maintain accurate records of community engagement activities and organizational information.
- Collaborate with community partners to expand the library collection and services in alignment with the needs of LGBTQ+ communities.

Qualifications (Required):

- A passion for The Center's mission, vision, and commitment to intersectional social justice
- Experience understanding how systemic oppressions result in health disparities, and designing programs to address individual needs and systems change.
- Previous experience in crisis intervention or a willingness to learn.
- Demonstrated experience working with marginalized communities, particularly those impacted by homelessness, economic instability, racism, homophobia, and transphobia.
- DV/SA survivor-focused framework or experience as an advocate including transformative justice, restorative justice or social and emotional well-being framework.
- Strong connections to community partner organizations.
- Transparent and high-integrity leadership experience.
- Demonstrated ability to oversee and collaborate with staff.
- Strong written and oral communication skills and public speaking ability.

- Proficiency in Microsoft Suite and Google Suite.
- Deep knowledge of LGBTQ+ health disparities, data systems, and opportunities for addressing wellness in LGBTQ+ communities.
- Solid understanding of budgeting, resourcing, and performance evaluation procedures
- Demonstrated ability to serve all segments of the LGBTQIA+ and QTBIPOC communities and culture, especially, mindfulness and respect concerning people's pronouns and access needs.
- Knowledge and familiarity of issues impacting queer and trans communities with demonstrated ability to think and work intersectionality, particularly concerning race, class, gender, age, and ability
- Strong organizational understanding, including planning, prioritization of tasks, delegating, program development and task facilitation

Desired Qualifications:

- Experience providing training and technical assistance remotely.
- Understanding of health disparities affecting marginalized communities.
- Experience working with elected officials and advocacy groups.
- Knowledge of motivational interviewing techniques and de-escalation
- Bilingual, preferably Spanish

I-9 & Vaccine Compliance:

- Proof of eligibility for employment and COVID vaccination is required on the first day of work.

Seattle's LGBTQ+ Center is committed to diversity, equity, and inclusion. We encourage individuals from underrepresented communities to apply.