

Iowa Pride Network Outreach Coordinator Position Description

Job Description: Outreach Coordinator
Location: Des Moines, Iowa
Reports to: Iowa Pride Network Executive Director
Status: 40 hours per week

Overview:

Iowa Pride Network (IPN) is a non-profit organization governed by youth and adults, and is empowering youth to fight homophobia and transphobia in high schools and colleges. We work to improve the quality of life among LGBT students by reducing isolation through a statewide network of GSA clubs and coalitions and by providing leadership opportunities and organizing projects centered on social justice.

Outreach Coordinator's Role:

The role of the Outreach Coordinator is to help fulfill objectives that sustain a statewide network of LGBT students and GSAs through direct organizing and outreach. The Outreach Coordinator is expected to support civil rights for LGBT persons and their full participation in society with full rights and responsibilities of citizenship and to positively represent the Iowa Pride Network in the implementation of its objectives.

Tasks and Responsibilities:

- Develop statewide GSA network through support of existing GSAs, advising students in building additional student run organizations and identifying students and schools who wish to start GSAs
- Coordinate and enhance current leadership development and organizing projects on local, regional and state levels including: Gay-Straight Alliance Coalitions, High School Youth Council and College Leadership Team, Leadership Training, Day at the Capitol, GSA Conference, Iowa GSA Day, and others
- Help plan and coordinate various fundraising events
- Basic office duties including data entry, copying, mailings, typing and filing
- Expand and enhance mail, e-mail and volunteer lists/networks
- Help web designer enhance website with relevant material for LGBT students and advisors
- Positively represent the Iowa Pride Network at meetings and events to the public and media
- Create strategic alliances and sponsorships with other like-minded groups and organizations

Required Skills:

- Bachelor's Degree with a background in any of the following, but not limited to: education, public policy, communications, marketing, business, law, political science, and/or social work
- Experience with new media (blogging, twitter, etc.) and managing communities (political campaigns or otherwise) will prove helpful.
- Excellent verbal and written communication skills including strong interpersonal skills
- Ability to work independently or as part of a team, be well-organized and detail oriented, dependable and able to handle multiple projects and deadlines
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Outlook and database software
- Willingness to travel (approximately 10-15 days per month. Must have dependable transportation)
- Problem solving skills and ability to work and stay poised under pressure
- Strong working knowledge of LGBTQA students issues, anti-bullying programs and/or demonstrated capacity to understand issues quickly and competently

Compensation:

Salary is commensurate with experience. Benefits include: Escalating vacation beginning with two weeks+; Paid sick, personal days and holidays; and organization paid health benefits for employees, flexible work arrangements.

Occupational Assessment Questions:

For each task in the following group, choose the statement from the list below that best describes your experiences and/or training. Please select only one letter for each item.

- A – I have not had education, training or experience in performing this task.
- B – I have had education or training in performing the task, but have not yet performed it on the job.
- C – I have performed this task on the job. My work was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D – I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E – I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

- ___ Organized students in high school and college
- ___ Coordinated conferences and events
- ___ Knowledge of LGBTQA high school and college student issues
- ___ Developed programs that enhance leadership skills
- ___ Supervised interns and other staff members
- ___ Provided on-site support to individuals seeking assistance
- ___ Lead phone drives and utilized survey monkey and other online data tools
- ___ Wrote press releases, blog posts, pod casts, tweets, etc.
- ___ Used Constituent Management Software (such as NGP, Constant Contact) to track donors/constituents
- ___ Directed, reviewed and advised programs that pertain to curriculum development
- ___ Ability to build coalitions and bring diverse groups of people together and find consensus
- ___ Understanding of Iowa’s Safe School and Civil Rights Law
- ___ Knowledge and experience in working with high schools, colleges and institutional bodies
- ___ Ability to fundraise and articulate mission and vision
- ___ Exercised independent judgment and ingenuity to adapt or enhance programs
- ___ Skilled in motivating others in order to reach goals
- ___ Ability to concisely and logically express ideas, policies and programs in writing

Other Notes:

- IPN does not have the ability at this time to provide sponsorship for this position.
- IPN does not have the ability to provide relocation benefits to candidates.
- IPN is a business casual dress environment.
- Candidates MUST be able to pass a criminal background check.
- The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so described in the position. Management reserves the right to revise or amend duties at any time.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Critical features of this job are described under the headings of "Outreach Coordinator's Role" and "Tasks and Responsibilities". They may be subject to change at any time due to reasonable accommodation or other reasons.

To Apply:

Send cover letter, resume, occupational assessment and salary history or minimum salary requirement to Ryan Roerman, Executive Director, at ryan@iowapridenetwork.org no later than Wednesday July 21, 2010. No telephone calls or faxes, please.