

Community Engagement Manager Job Announcement

Reports to: Executive Director

Location: Fully remote, and applicants residing anywhere in Washington are encouraged to apply.

FLSA/Classification: Non-Exempt, Part-time, Regular

Pay: \$31.50 per hour



Overview: QLaw Foundation of Washington promotes the dignity and respect of LGBTQ2S+ Washingtonians within the legal system through advocacy, education, and legal assistance. QLaw Foundation offers four free legal clinics every month centered around the core value that LGBTQ2S+ communities are entitled to access to knowledgeable, culturally competent legal providers in a welcoming and affirming setting. QLaw Foundation also works to empower LGBTQ2S+ communities through providing skills-based community legal education, know-your-rights materials, and providing spaces for communities and legal services providers to build relationships, share knowledge, and organize together. For more information, please review our website at [www.qlawfoundation.org](http://www qlawfoundation.org).

Position Summary: QLaw Foundation of Washington is seeking a connector and relationship-builder to join our team as Community Engagement Manager to fulfill projects related to community outreach and organizational relationship-building in BIPOC, rural, and unhoused communities, conducting outreach and partnership with LGBTQ2S+ communities, and participating in cross-movement coalitions for social justice.

Responsibilities:

- Maintaining relationships with community partners, including:
 - Coordinating events, workshops, and community convenings;
 - Monitoring local and national LGBTQ2S+ news and communications and community social media;
 - Attending community partner events (some in-state travel may be required).
- Legislative and policy advocacy, including bill tracking and coordinating community testimony.
- Developing community-centered trainings, CLEs (accredited Continuing Legal Education for attorneys) and knowledge-sharing spaces for legal services providers.

- Creating community educational materials and resources, including identify emerging issues, developing effective delivery methods, and planning and executing regional or subject-specific convenings with legal and community partners.
- Working with contractors, students interns, and volunteers on communications, including event and activity updates, newsletters, and educational materials.

Qualifications:

Education and Experience:

- At least five years of experience leading community organizing, community education, or related experience. Unpaid or volunteer work may fulfill this criteria where leadership or time investment is significant.
- Bachelor's degree in a related field and at least three years of experience leading community organizing, community education, or related experience. Unpaid or volunteer work may fulfill these criteria where leadership or time investment is significant.
- Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Required Skills and Attributes:

- Demonstrated high degree of self-motivation and ability to work independently with minimal supervision, flexibility, tact, discretion, patience, and organizational ability, tempered by a cooperative spirit and the ability to take direction from the Executive Director.
- Demonstrated leadership, supervisory, and organizational abilities.
- Strong interpersonal communication and relationship-building skills.
- Ability to independently develop and implement complex projects while working collaboratively and within organizational strategies and values.
- Comfort with learning new technologies, including Zoom, Teams, SharePoint, Excel (including spreadsheet and chart creation), PowerPoint, and Canva.
- Database and records management skills.
- Comfort working across cultures and difference, including a demonstrated working knowledge of antiracist organizational management strategies.
- Commitment to supporting QLaw Foundation's mission, vision, and values.

Preferred Skills and Attributes:

- Bilingual or multilingual applicants strongly preferred.
- Lived LGBTQ2S+ identity and/or very close relationship with LGBTQ2S+ communities strongly preferred.
- Experience with community organizing and movement-building in BIPOC, rural, and/or undocumented LGBTQ2S+ spaces strongly preferred.

Physical Demands/Working Conditions: During COVID-19 restrictions, this position works almost 100% of the time on the computer, with approximately 30% of the time on the phone or in virtual meetings. In person support at events may be required, within appropriate COVID safety protocols. We welcome information about any needed workplace accommodations or other necessary supports.

Light travel within Washington may be required for attendance at events or relationship-building meetings, particularly during summer months when Pride events happen frequently.

Hours/Compensation: 25-30 hours per week, non-exempt. \$31.50/hour, with employer-provided medical and dental insurance and significant PTO available. Work hours are typically within 10am-6pm, with some flexibility around start and end times. Some evening and weekend hours will be required.

Organizational Culture: Our organization is friendly, inclusive, and centers clients and community relationships. QLaw Foundation welcomes applicants who are queer and trans, Black, Indigenous, or people of color (QTPOC/BIPOC), immigrants, parents, disabled, or otherwise marginalized, and welcomes applicants with organizing experience, non-legal work experience, and/or personal experience with legal systems.

To apply: Please send a resume and cover letter detailing the experience, skills, or other qualifications that lead you to work in community-engaged legal services. If you have relevant supplemental materials, such as training materials, outreach/promotional materials, or other examples of your experience in community education or organizing spaces, please feel free to include them.

Application Deadline: This position is open until filled, with interviews starting the week of June 6, 2022. Please address your application materials to Denise Diskin, Executive Director and email them to jobs@qlawfoundation.org. We look forward to working with you!