



POSITION ANNOUNCEMENT
Outreach, Training, and Communications Manager
FreeState Justice
Baltimore, MD

FreeState Justice is looking for an energetic, outgoing, and passionate communicator and advocate who cares deeply about LGBTQ people to lead our outreach, training, and communications efforts. The Outreach, Training, and Communications Manager will work with community activists, experienced trainers, coalition partners, and internal staff and Board Members to build our collaboration with partners, communicate our work to the LGBTQ community and broader public, and lead our training programs to ensure service providers are equipped to interact in meaningful and supportive ways with members of the LGBTQ community. This position also has a significant focus on serving LGBTQ-youth through direct collaboration, training providers that primarily serve youth, and engaging in social media campaigns to ensure LGBTQ youth know their rights in a variety of settings.

FreeState Justice is a social justice organization formed by the merger of Equality Maryland and FreeState Legal Project that works statewide to improve the lives of lesbian, gay, bisexual, transgender, and queer (LGBTQ) Marylanders and their families through legal services, policy advocacy, outreach, education, and coalition building. We envision a Maryland where people across the spectrum of LGBTQ identities are free to live authentically, with safety and dignity, in all communities throughout our state. Many LGBTQ Marylanders continue to experience discrimination in all aspects of their lives, and our work brings to the forefront the experiences of those of us at greater risk for discrimination, such as youth, communities of color, low-income individuals, and transgender and gender non-conforming people.

Reports to: Executive Director

Responsibilities: Primary responsibilities will be divided equally between outreach/coalition building, communications, and training, with further detail about job duties under each area listed below. Note that approximately half of the funding for this position is tied directly to youth-related engagement, and expertise in and comfort with empowering youth and training service providers that primarily serve youth will be key to success in this position.

Outreach and Coalition Building (30%)

- Build relationships with community leaders and collaborate with partner organizations to promote each other's work, and to raise the profile of important work that LGBTQ organizations are doing across Maryland.
- Recruit, train, and coordinate volunteers to represent FreeState Justice at various outreach events, including Pride festivals and parades, local conferences, resource fairs, etc.
- Conduct ongoing outreach to LGBTQ community members and organizations to identify needs and collaborate on solutions.
- Develop and execute a community engagement plan.

- Represent FSJ in a variety of settings, including community meetings, coalitions, conferences, and to the media.
- Manage the Youth Advisory Board, a project empowering LGBTQ youth in Baltimore City Schools to advocate for policies that will improve their lives in Baltimore City Schools.
- Participate in coalitions designed to serve LGBTQ youth.

Training (30%)

- Design multi-tiered curriculum for training service providers, partner organizations, government agencies, school administrators and teachers, and private corporations on better serving LGBTQ populations.
- Recruit, train, and coordinate a pool of trainers to provide LGBTQ cultural competency to conduct trainings in a variety of settings.
- Establish and maintain a schedule for FreeState Justice trainings, and including coordinating with FreeState Justice attorneys to conduct legal competency trainings for attorneys, judges, and corporations.
- Collaborate with GLSEN Baltimore to ensure trainings for K-12 administrators and teachers on serving LGBTQ youth.

Communications (30%)

- Draft, compile, and maintain print and web materials, including all organization publications, press releases, annual reports, web pages, social media accounts, etc.
- Maintain web presence, including updating the website; managing social media; promoting FreeState in the news; and designing infographics flyers, e-newsletters, action alerts, and other web-based materials.
- Manage FreeState's email database (SALSA), and prepare public communications, including newsletters, announcements of organizational successes, public education materials, member/donor appeals, press releases, etc.
- Create and lead a public education campaign, informing LGBTQ people and the public at large about recent developments in LGBTQ rights and highlighting the ongoing work FreeState Justice does to remove barriers for LGBTQ people and their families.

Administrative and Other Duties (10%)

- Participate in internal staff meetings, answer telephone inquiries, and respond to email in a timely manner.
- Attend and present at meetings of the Board of Directors as needed.
- Write relevant summaries of your work for public messaging, grant applications/reports, reports to the Board of Directors, and other audiences.
- Other duties as assigned.

Qualifications:

- Deep understanding of issues that affect lesbian, gay, bisexual, transgender, and queer communities, especially those who are youth, low-income, people of color, or transgender or gender non-conforming.
- Demonstrated ability in public speaking, written and oral communications, and interpersonal relations.
- Proficiency with Microsoft Office suite, including MS Word and Excel.
- Flexibility in work schedule, including willingness to work long hours and weekends as necessary.
- Demonstrated experience presenting LGBTQ cultural competency issues to a variety of audiences, including educating potentially unwelcoming audiences about the importance of dignity and respect for LGBTQ people.
- Very well organized and detail-oriented.
- Self-motivated individual who takes initiative.
- Ability to multi-task in a fast-paced office environment.
- Capacity to quickly problem solve.

Salary and Benefits: FreeState Justice offers a competitive salary, commensurate with experience, and benefits. Benefits include: medical, dental, and vision benefits; 403(b) retirement savings account; paid holidays; and twenty days paid time off annually (includes vacation and sick time).

How to Apply: Interested persons should send a cover letter and résumé, to Patrick Paschall, Executive Director, at executivedirector@freestate-justice.org. If necessary, questions may be directed via email to Patrick Paschall; no calls please. Interviewing will begin as soon as possible and continue until the position is filled. More information about the organization can be found at www.freestate-justice.org.

Equal Opportunity Employer: FreeState Justice is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, gender identity or expression, race, ethnicity, national origin, religion, disability, HIV status, or any other status protected by applicable law. Transgender people, people of color, and people with disabilities are strongly encouraged to apply.