**Special Projects Manager JOB DESCRIPTION & APPLICATION**

**Job Title:** Special Projects Manager (Part Time) **Posted:** July 13, 2016

**Open Until:** Open Until Filled **Start Date:** August 19, 2016

**Application Review Begins**: July 27, 2016 **Location:** 4305 Lacey Blvd #29, Lacey WA 98516

**Email Application To:** [erin@pizzaklatch.org](mailto:erin@pizzaklatch.org)

**Salary: $**16-18/per hour DOE **Hours:** PART TIME, 20 hours per week

**Organization Description**

Pizza Klatch offers weekly support groups for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Youth (LGBTQ+) and their allies in Thurston County, Washington. We provide free pizza, two trained facilitators for each group, and a convenient and confidential forum for support, educational discussions, empowerment and self-advocacy. Presently we have 19 Pizza Klatch groups at 11 local high schools, attended by 5-30+ students per lunch. Learn more at our website: www.pizzaklatch.org

All applicants should be committed to the mission, vision and values of Pizza Klatch.

**MISSION:** To foster resiliency in LGBTQ+ youth and create a safe and positive school experience through support, education and empowerment.

**VISION:** LGBTQ+ youth will be empowered to self-advocate, build community, develop confidence, and easily access resources as they explore and develop their identities. School will be a positive and supportive space where LGBTQ+ youth are accepted and celebrated – free to learn without violence, harassment, discrimination, suicidal ideation or self-harm.

**CORE VALUES:**

**Safety** We value everyone’s right to physical and emotional safety and strive to reflect this in all Pizza Klatch programming and administration.

**Youth Leadership** We value youth as key contributors by providing meaningful opportunities for leadership and decision-making throughout our organization.

**Inclusiveness** We value inclusivity and are dedicated to fostering a welcoming, accepting and supportive environment for all.

**Continuing Education** We value current and continued education for youth participants, volunteers, staff and board members.

**Community Building** We value the development of authentic, supportive communities that foster healing and promote resilience.

**Desired program outcomes**

* Eliminate suicide and suicidal attempts of LGBTQ+ students
* Help affect change in school culture in order to improve acceptance and diminish bullying in schools
* Help students to feel strong enough to intervene when they witness bullying
* Lend support to ensure that= LGBTQ+ students feel less isolated in the school setting and will be more apt to graduate
* Educate group members on various subjects and resources related to gender identity, sexuality and romanticality

**Position Summary**

Join our dynamic and growing organization supporting LGBTQ+ youth in Thurston County! The Special Projects Manager will report to the Executive Director, and work with Pizza Klatch’s Board of Directors, interns, volunteers, Youth Development Advisory Committee and Programming Advisory Committee to ensure that Pizza Klatch continues serving upwards of 300 LGBTQ+ youth and allies per week. The Special Projects Manager will work closely with the Executive Director to tailor and design special projects to be managed and executed. These projects will include but are not limited to: Grant development and tracking, maintaining all aspects of current programming and proposing and implementing programmatic improvements so that Pizza Klatch continues to grow and thrive; managing volunteers; maintaining positive and strong relationships with school staff and administrators, pizza vendors, youth participants, and volunteers; administering and evaluating surveys, and planning and/or administering trainings for our volunteer support group facilitators. Pizza Klatch currently runs 19 high school lunchtime support groups for LGBTQ+ youth and allies in 11 Thurston County high schools (that’s a lot of Pizza!) The Special Projects Manager will work to ensure a positive programming experience for all LGBTQ+ youth and allies that attend Pizza Klatch and a valuable and positive volunteer experience for all of our dedicated volunteers.

**Essential Duties and Functions**

Administration

* Effectively execute Pizza Klatch’s core programming: Weekly support groups in high schools for LGBTQ+ youth and their allies
* Keep up with office tasks such as sorting mail, tracking donor information, and scheduling meetings
* Ensure office tasks are being completed in a timely manner by self or volunteers
* Track and evaluate program statistics such as # of youth attendees, # of pizzas and associated program budgets
* Administer monthly facilitator consultation meetings including securing meeting space, scheduling micro-trainings, ensuring attendance & notes are taken consistently
* Analyze program effectiveness throughout the year with youth, school staff and volunteer survey data
* Work with Executive Director and Policy Chair to develop programmatic policies and procedures
* Provide Executive Director with monthly reports on the program

Development

* Research grants Pizza Klatch is qualified for and track deadlines both locally and nationally
* Gather grant proposals and proof other’s proposals for grammar and spelling
* Prepare associated documents needed for grant administration throughout the year
* Work on a development schedule and plan with Executive Director

Management

* Volunteer Management: The Special Projects Manager will oversee recruitment, training, corrective action, evaluation, retention and appreciation of volunteers
* Intern management: The Special Projects Manager will have the assistance of interns and/or work study students and will manage those interns with the Executive Director

Communication/Outreach

* Research, register, and arrange staffing for local tabling opportunities for on-campus outreach at our participating schools and greater community outreach for fundraising, exposure, and volunteer recruitment
* Develop and implement best practices for effective lines of communication across youth participants, volunteers, school staff and administration
* Maintain communication and transparency with the community by assisting with annual reports, e-newsletters, social media and website content
* Provide a quarterly report to the Executive Director and Board and include suggestions to modify goals and trainings
* Prepare programming narratives and survey data for the purpose of raising funds through online and direct mail fundraising campaigns
* Assist Executive Director and volunteer grant writers in grant writing by providing necessary programming narratives and data

**Personal Skills**

* Grant writing
* Strong work ethic and ability to be self-directed
* Effective and clear written and verbal communicator
* Integrity & dedication
* Positive attitude
* On time/great with time management
* Second Language proficiency preferred
* Passion for LGBTQ+ youth / dedication to the improvement of LGBTQ+ community
* LGBTQ+ experience personally or professionally
* Exceptional interpersonal, relationship building, team management, and facilitation skills
* Demonstrated ability to work collaboratively with a diverse group of people across age, class, race, ethnicity, ability, education, gender identity, sexuality

**Minimum Qualifications**

* High School diploma or equivalent, BA or BS strongly preferred
* Successful Grant Writing experience
* Knowledge of nonprofit operations
* Volunteer management experience
* Ability to create and analyze surveys and survey data
* 2-4+ years of related work experience, preferably with a non-profit, including employment or internship
* Proficient in Google Docs, Microsoft Word, PowerPoint, and Excel
* Social media savvy in Facebook and Twitter
* Wordpress web design and/or graphic design ability a plus
* Experience with Quickbooks a plus
* Agree to a criminal history background check
* Driver’s License / Provide own transportation
* Cell phone with texting ability
* Compliance with non-discrimination, healthy boundaries with youth, and other organizational policies

**APPLICATION FOR PIZZA KLATCH**

Pizza Klatch is an equal opportunity employer. People of color, people with disabilities and people of diverse gender expressions and identities, and sexualities are encouraged to apply. Office space is ADA compliant.

**How to Apply:**

**Please submit an (1) application with three references (see below), (2) resume and (3) supplemental questions (4) Additional document by July 27 at 11:59pm PST. Submissions will be accepted until the position is filled, however applications received after this date will only be considered if other applications are deficient. Incomplete submissions will not be considered.**

**(2) Resume should detail prior work, volunteer, and education experience.**

**(3) Supplemental Questions, please limit answers to 250 words:**

* **What makes you want to apply to this job?**
* **What is the most important quality you bring to our team?**
* **Why do you want to work with LGBTQ+ youth?**
* **Two sentences explaining why you should get an interview.**

**(4)Your additional document should be 1-2 pages and should express who you are, your story, your passion. Please be imaginative, this can be as inside or outside the box as you see fit.**

Submit all application materials to: erin[@pizzaklatch.org](mailto:jessica@pizzaklatch.org)

**Overview of the hiring and employment process:** The hiring process includes this application, a phone and in-person interview, and may include a request for other written materials.

**Name: Mobile Phone:**

**Email:**

1. **WHAT DAYS/HOURS ARE YOU AVAILABLE TO WORK?**
2. **ARE YOU AVAILABLE FOR MONTHLY MONDAY EVENING MEETING AND OCCASIONAL WEEKEND MEETINGS and EVENTS? [ ] Yes [ ] No**
3. **BASED ON THE JOB DESCRIPTION OF THIS POSITION FOR WHICH YOU ARE APPLYING, ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU HAVE APPLIED? (Note: You may later be asked to demonstrate your ability to perform the essential functions.) [ ] Yes [ ] No**
4. **DO YOU HAVE A LEGAL RIGHT TO WORK IN THE U.S.? [ ] Yes [ ] No**
5. **ARE YOU OVER THE AGE OF 18? [ ] Yes [ ] No**
6. **HAVE YOU EVER BEEN CONVICTED OF A FELONY? (Note: this may be relevant if job-related, but does not bar you from employment.) [ ] Yes [ ] No IF YES, PLEASE EXPLAIN. (attach document if more space is needed)**

**REFERENCES**

**PLEASE LIST TWO PREVIOUS EMPLOYERS AND ONE PERSONAL REFERENCE WHO HAVE KNOWLEDGE OF YOUR CHARACTER AND ABILITIES.**

NAME EMAIL ADDRESS PHONE # OF YEARS KNOWN

**\*\*IMPORTANT - Please sign\*\***

I authorize and hold harmless, without reservation, any persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying résumé) to provide any information orally and/or in writing that may be requested to arrive at an employment decision, and waive any right of privilege, privacy and/or confidentiality I may have in this information and further waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against anyone providing or seeking such information. This authorization and consent shall be valid in original, fax, or copy form.

**Applicant’s Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All hiring and employment at Pizza Klatch is at-will. I understand this application is not an employment contract, nor can it be used to create one. Employment by Pizza Klatch has no specific term and may be terminated by the employee or Pizza Klatch with or without notice. I acknowledge that Pizza Klatch has not made any promises or representations that differ from those contained in this paragraph.

I release and agree to hold harmless any individual, employer, business institution or government employer from all liability with regard to furnishing information to Pizza Klatch. I agree to release and hold harmless Pizza Klatch from all liability with respect to the receipt of such information.

I certify that I have and will provide information throughout the hiring process, including the information on this application form and in interviews that is true and complete to the best of my knowledge. I further certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for employment. I understand that falsified information or significant omissions orally or in writing may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

**Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**