

**LGBTQ+ FACILITATOR/ADVOCATE FOR PIZZA KLATCH
JOB DESCRIPTION**

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| Job Title: LGBTQ+ Facilitator/Advocate | Posted: May 1, 2018 |
| Number of Positions to be hired: Three (3) | Hours per week: 30 |
| Application Deadline: May 31, 2018 | Application Review: Begins June 1, 2018 |
| Start Date: August 1, 2018 | |
| Organization: Pizza Klatch | Location: Olympia/Lacey/Tumwater, WA |
| Phone Number: 360-339-7574 | Email: info@pizzaklatch.org |
| Hourly Pay: \$22 | Benefits: Health/Dental Insurance (prorated) |

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

OUR 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.

Pizza Klatch offers weekly support groups for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Youth (LGBTQ) and their allies in Thurston County, Washington. PK provides free pizza, two trained facilitators for each group, and a convenient and safe forum for discussion and education. Presently there are 20 Pizza Klatch groups at 12 local high schools, attended by 8-29 students per lunch. Approximately 250-300 youth per week are served throughout Thurston County.

ORGANIZATIONAL GOALS:

- Decrease suicide and suicidal attempts of LGBTQ+ students.
- Reduce bullying in schools, reduce self-harm and risky behavior.
- Help students to feel strong enough to intervene when they witness bullying.
- Lend support so that LGBTQ+ students feel less isolated in the school setting and will be more apt to graduate.
- Pizza Klatch staff and volunteers represent the full diversity of students we serve, inclusive of race, ethnicity, gender identity, sexual orientation, intersecting identities, and lived experience.
- Educate group members on various subjects and resources related to gender identity, sexual orientation, and social justice.

Position Overview

Under the direction and guidance of the Program Manager, the LGBTQ+ Facilitator/Advocates will each be responsible for group facilitation, outreach, and the provision of Advocacy Based Counseling to LGBTQ+ youth.

There are three (3) .75 FTE position (30 hours per week). These are new positions within the

organization. These positions will receive a minimum of 30-hour Advocacy Based Counseling training within the initial orientation period and will receive a minimum of 10-12 hours of training annually thereafter. Individual staff will participate in Team Consultation, supervision and mentoring opportunities on a weekly basis.

These positions are grant funded. Funds currently support (3) three .75 FTE (30-hours/week) through June 30, 2019. Position continuation beyond that date is dependent on funding. At the end of this grant period, the organization hopes to increase to full-time (40 hours per week).

Reliable transportation is required within 30 days of employment.

The ideal candidate will:

- Lived experience advocating for the rights of LGBTQ+ people of color, Two-Spirit and transgender people, particularly those with intersectional identities.
- Lived experience supporting people with diverse cultural affiliations and abilities, especially traditionally underserved communities.
- Maintain a commitment to personal and professional anti-oppression work.
- Commit to and practice self-care for the purpose of maintaining personal and professional health.
- Contribute to a respectful and safe environment where Pizza Klatch staff, volunteers, community members and those receiving services can offer constructive feedback and where each person may grow professionally and personally.

LGBTQ+ Facilitator/Advocate Job Description

Co-facilitate weekly support groups in local middle and/or high schools for LGBTQ+ youth and their allies. (30%)

- Co-facilitate Pizza Klatch meetings at multiple school locations throughout rural and urban Thurston County.
- Maintain effective working relationships with volunteer Pizza Klatch Facilitators.
- Maintain effective working relationships with local school personnel at each of partner site.
- Attend monthly facilitator *Deep Dish* consultation meetings.

Conduct outreach to LGBTQ+ youth and key stakeholders in school based settings and community events for the purpose of maintaining trust, increasing awareness of services and to ensure that this position stays directly connected to the issues faced by LGBTQ+ youth. (30%)

- Present on Pizza Klatch at community events and trainings (including evenings and weekends).
- Sit on community boards as a Pizza Klatch representative.
- Represent Pizza Klatch during community events such as Capital City Pride, fundraising events, School Board meetings and other opportunities.

Provide Advocacy Based Counseling to LGBTQ+ youth. (20%)

- Provide legal, medical and advocacy based counseling to victims/survivors of violence, harassment and sexual prejudice, including but not limited to homophobia and transphobia.

- Coordinate with relevant organizations/service providers to increase effectiveness and availability of advocacy services.
- Keep informed of best practices, developments and trends in the program's operation and be alert to changing community needs.

Documentation, Reporting, Training & Other Tasks as assigned. (20%)

- Consult with staff, volunteers and other service providers on appropriate intervention service delivery and problem solving.
- Submit quarterly and Year-End Reports.
- Assist board members and committee chairs when needed.
- Participate as assigned in fundraising activities for Pizza Klatch.
- Complete all paperwork in a timely manner.
- Commit to ongoing training.

Minimum Qualifications & Expectations:

- Applicants must have at least three years since attending High School.
- Must have a valid Washington State driver's license;
- Must provide own transportation and insurance coverage within the first 30 days of employment;
- Must be committed to the mission, vision and values of Pizza Klatch; specifically, reducing bullying and suicide by helping make schools safer for LGBTQ+ youth.
- Someone with lived or professional experience of intersectional identities of LGBTQ+ people;
- Ability to pass a Criminal Background Check (no crimes against persons).
- Excellent communication and organization skills.
- Outgoing and self-directed with ability to work as part of a team.
- Good judgment, positive attitude, respectful of all people.
- Proficient with Google Apps or willingness to learn;
- Proficient in social media and/or a willingness to learn.
- Proficient in Microsoft Word, Excel and other programs.

Preferred Qualifications & Expectations:

- Resides in Thurston County.
- Familiar with LGBTQ+ and youth focused services in the local area.

Pizza Klatch is actively recruiting persons from various ethnic and cultural backgrounds and to enhance service to our diverse communities.

People Of Color and Transgender candidates are encouraged to apply.

Pizza Klatch is an Equal Opportunity Employer, Volunteer & Internship Provider.

Office space is ADA compliant.

How to Apply:

Please submit a (1) completed application for employment form (see below), (2) resume, (3) cover letter, and (4) three references by May 31, 2018 at 12 pm. Submit all application materials to: Info@pizzaklatch.org and in the subject line put: "Facilitator/Advocate Application."

Please detail the following in your cover letter:

- Your relevant qualifications and/or experience advocating for the rights of LGBTQ+ people

of color, Two-Spirit and transgender people, particularly those with intersectional identities.

- A description of how you are an ideal candidate for this position, and
- A description of your experience promoting diversity and inclusion in the workplace.

Resume should detail prior work, volunteer, and education experience. The cover-letter should share your story; explain how your experience meets the above expectations and why you would be the ideal candidate. Please limit cover letter to 2 pages. ***Incomplete application materials will not be considered.***

Please note, that although we are asking for applications by May 31th, positions will stay open until we have hired three qualified candidates.

(SEE ATTACHED: Application supplemental below)

APPLICATION FOR EMPLOYMENT at PIZZA KLATCH

Overview of the hiring and employment process: This application is one part of the hiring and employment process, which may include an interview, or other written materials.

Prior to completing this application be sure to read the **JOB DESCRIPTION** of the position for which you are applying. As you complete this application, please bear in mind that we reserve the right to check all information for accuracy and completeness.

Please note, that although we are asking for applications by MAY 31ST, this position will stay open until we have hired three qualified candidates.

GENERAL INFORMATION:

Your Name: _____ Mobile Phone: _____

Email Address: _____

ARE YOU AVAILABLE TO WORK A FLEXIBLE SCHEDULE INCLUDING DAYS, EVENINGS AND OCCASIONAL WEEKENDS? Yes No

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

DO YOU HAVE A LEGAL RIGHT TO WORK IN THE U.S.? Yes No

ARE YOU AT LEAST 21 YEARS OLD AND AT LEAST 3 YEARS HAVE PASSED SINCE ATTENDING HIGH SCHOOL? Yes No

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: (you may attach further explanation if more space is needed)

REFERENCES

PLEASE LIST THREE PERSONS, OTHER THAN FORMER EMPLOYERS WHO HAVE KNOWLEDGE OF YOUR CHARACTER AND/OR ABILITIES.

| NAME | EMAIL ADDRESS | PHONE | # OF YEARS KNOWN |
|----------|---------------|-------|------------------|
| 1) _____ | _____ | _____ | _____ |
| 2) _____ | _____ | _____ | _____ |
| 3) _____ | _____ | _____ | _____ |

IMPORTANT*

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** _____