**FACILITATOR/ADVOCATE FOR TRANS WOMEN & CAMAB NON-BINARY PEOPLE**

**JOB DESCRIPTION**

**Job Title:** Facilitator/Advocate for trans women & coercively assigned male at birth (CAMAB) non-binary people

**Posted:** July 3, 2019

**Number of Positions to be hired:** Two (2) **Hours per week:** 30

**Application Deadline:** 5:00 pm, Sunday, July 14, 2019 **Application Review**: Begins July 15, 2019

**Interview dates:** July 18 & 19. Possible 2nd Interviews on July 22nd & 23rd. Applicants must be available for in-person or Skype interview on these dates.

**Start Date:** August 19, 2019

**Organization:** Pizza Klatch  **Location:** Thurston County, WA.

**Phone #:** 360-339-7574 **Email:** [info@pizzaklatch.org](mailto:Info@pizzaklatch.org)

**Hourly Pay**: $22

**Benefits:** Health/Dental Insurance: paid holidays and paid time off per agency policies.

Retirement benefits will be available with SEP Plan qualifications have been met.

**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, Questioning, Intersex, Pansexual and Asexual Youth as well all other gender variant identities and sexual orientations that youth identify with (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 28 Pizza Klatch groups at 15 local schools, attended by 8-50 students per lunch. Approximately 350-450 youth per week are served throughout Thurston County.

**ORGANIZATIONAL GOALS:**

* Create safe space in schools especially for the most marginalized youth including transgender, non-binary and other gender variant youth of color.
* 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, gender identity, sexual orientation, disability, size, and all marginalized communities.
* Educate group members on various subjects and resources related to gender identity, sexual orientation, and social justice.

**Statement on Diversity, Equity, Inclusion and Access:**

Our mission is to support LGBTQ+ youth with an intersectional lens. Meaning, we need to consider all marginalized identities and privileges each youth is experiencing the world through and how those identities intersect to frame that experience. Which in turn means we need to prepare ourselves to meet each youth at the specific intersection of oppression and privilege they embody. This is not about intersectionality as a buzzword, this is a recognition that all the facets of an individual’s identity and experience impact the kind of support they need. If someone says "this is a space to discuss LGBTQ+ issues only," even if the intent is not to be harmful, the impact of that statement suggests we will only talk about the issues that impact white, able-bodied and otherwise privileged LGBTQ+ youth and that is not our mission.

Pizza Klatch has made an organization-wide commitment to building authentic systems that support diversity, equity, inclusion and access in our efforts to support our youth participants better by considering their context in relation to race, ethnicity and culture, as well as gender identity and sexual orientation. This practice of meeting them where they are is a practical approach to supporting the whole person, and it’s the right thing to do.

**Position Overview**

Under the direction and guidance of the Program Manager, and with a team of volunteers & staff the Facilitator/Advocates for trans women, non-binary and other coercively assigned male at birth (CAMAB) gender variant people, will each be responsible for group facilitation, outreach, and the provision of Advocacy Based Counseling to LGBTQ+ youth.

There are two (2) .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 regular basis.

These positions are grant funded. Funds currently support (2) two .75 FTE (30-hours/week) through June 30, 2021. Position continuation beyond that date is dependent on funding.

**The ideal candidate will (have):**

* Lived experience advocating for the rights of transgender, non-binary, Two-Spirit and other gender variant people of color.
* Lived experience supporting people with differing physical abilities and diverse cultural backgrounds, especially traditionally underserved communities, such as those marginalized by transmisogyny, transphobia, racism, ableism and classism.
* 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 the development of systems that promote environment of mutual growth and accountability, where Pizza Klatch staff, volunteers, community members and those receiving services can offer constructive feedback and where each person may grow professionally and personally.

**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 the partner sites.
* 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 advocacy based counseling to victims/survivors of violence, harassment and sexual prejudice, including but not limited to transmisogyny, transphobia and homophobia.
* 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 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 working with 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:**

* Experience supporting transgender women as well as non-binary and other gender

variant CAMAB (coercively assigned male at birth) folx.

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

Must have a valid driver’s license, liability insurance and a reliable form of transportation at the time of hiring or able to obtain all three within 30 days of employment.

### **EDUCATION and/or EXPERIENCE**

High school diploma or General Education Degree (GED) required. Specific knowledge, experience, and abilities acquired must include the following:

1. Ability to organize effectively.
2. Ability to handle detailed work accurately.
3. Ability to efficiently handle multiple tasks and prioritize effectively.
4. Ability to work independently.
5. Ability to handle stress effectively.

**SUPERVISORY RESPONSIBILITIES**

This position has no direct supervisory responsibilities. The employees are however, expected to provide on-the-job training; provide direction, support, feedback and motivation to volunteers providing facilitation duties. The Facilitator/Advocates, with assistance from the Program Manager, is expected to address any complaints and resolve any problems or issues that emerge.

**INTERPERSONAL SKILLS**

To perform this job successfully, an individual must possess the following Interpersonal Skills:

1. Ability to establish and maintain effective working relationships with supervisor, coworkers and volunteers.
2. Ability to effectively work and communicate as a team member with a diverse staff.
3. Ability to set limits and maintain healthy boundaries.
4. Ability to resolve conflicts in a fair and respectful manner.
5. Ability to maintain a positive attitude in a fast-paced work environment.

**VERBAL and WRITTEN SKILLS**

To perform this job successfully, an individual must possess the following verbal and written skills:

1. Ability to read and interpret documents such as safety rules and operating and procedures manuals.

2. Ability to read and comprehend instructions, reports and correspondence.

3. Ability to effectively present information in one-on-one and small group situations to

members of the public, clients, and employees of the organization.

### **REASONING ABILITY**

To perform this job successfully, an individual must possess the following reasoning abilities:

1. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **MATHEMATICAL SKILLS**

To perform this job successfully, an individual must possess the following mathematical skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **COMPUTER SKILLS**

To perform this job successfully, an individual must possess the following computer skills:

* 1. Knowledge of creating Excel spreadsheets is essential. Working knowledge of Internet and e-mail.

**CERTIFICATES, LICENSES, REGISTRATIONS**

1. Pizza Klatch initial member training certification.
2. A valid driver’s license within 30 days of employment.
3. Liability insurance within 30 days of employment.
4. A reliable form of transportation within 30 days of employment.

**PHILOSOPHIES**

To perform this job successfully, an individual must commit to the following philosophies:

1. Commitment to the Pizza Klatch mission and philosophy.
2. Commitment to anti-racism.

**TRAINING REQUIRED**

Employee is required to complete the core requirements of the initial Pizza Klatch Training, and participate in on-going job-related training courses each year.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.**

**How to Apply:**

Please submit a (1) completed application for employment form, including and (3) three references (see below for the form), (2) resume, and (3) a cover letter by 5:00 pm, Sunday, July 14, 2019. Submit all application materials to: [Info@pizzaklatch.org](mailto: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 transgender, Two-Spirit, non-binary and other gender variant people of color.
* Your relevant qualifications and/or experience supporting people with differing physical abilities and diverse cultural backgrounds, especially traditionally underserved communities, such as those marginalized by transmisogyny, transphobia, racism, ableism and classism.
* A description of how you are an ideal candidate for this position.

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 July 14th, positions will stay open until we have hired two qualified candidates.

|  |
| --- |
| **Interview dates:** July 18 & 19. Possible 2nd Interviews on July 22nd & 23rd. Applicants must be available for in-person or Skype interview on these dates. |

**Employment Form for 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.

**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 OVER THE AGE OF 18? 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**