SI Content Area:
Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Asexual & Ally Programs & Services

Job Title: LGBTQA+ Resource Center Education/OutSpeaking Coordinator (Undergraduate)

Hours Per Week: 10-12 hours/week Position Reports to: Pat Tetreault, Ph.D.
Work Location: 346 Nebraska Union Pay Per Hour: $9.00
Position is available: August – May (Academic Year although summer work may be possible)

Basic Functions:
1. Develop and update OutSpeaking (OS) materials and information on our website, in our computer files, and related brochures, educational materials, and maintain the OS panel bag. Maintain the OS listserv, publicize OS, assist in the updating of the OS related forms, orientation materials, and web page.
2. Provide OutSpeaking Orientations and work with volunteers interested in OutSpeaking and work with GA and volunteer coordinator to connect them to the center staff and other volunteers as much as possible.
3. Coordinate OutSpeaking panel requests, keeping panelists and requestors informed of the status of panels and presentations, track statistics, and utilize surveys to assess and evaluate the impact of OutSpeaking from the perspective of the requestor, audience, and panelists. Keep Director informed of status of OS, including outreach and publicity using social media and listservs, provide orientation sessions, manage survey distribution and results, statistics, panels, etc. Provide reports on survey results to Director and keep monthly statistics for contacts, panels, outreach, etc.
4. Make reservations for space for OS orientations, update sessions, and requests for publicity materials. Maintain OS request forms. Work with other staff and volunteers and the GA and volunteer coordinator to ensure volunteers and staff are engaged, panel materials and information and outreach are well maintained and the other center staff are familiar with OS process, materials and coordination.
5. Expand educational outreach through facilitating, and training volunteers to facilitate educational presentations and workshops, having a social media presence providing updates on current events and educational information, and placing updates (e.g., Tips when Out Speaking) in the InQuery newsletter.
6. Serve as center staff and work well with the Director and other staff. Assist with and attend and help staff programming events; assist with programming planning and implementation. Other duties as assigned.

Content Area Responsibilities 90-95%
7. Be aware of LGBTQA+ programs and services and help raise awareness about the center, our programming and services including OutSpeaking, to the LGBTQA+ and larger campus community. Be able to provide tours of the center and serve as a representative of the center and LGBTQA+ community.
8. Work with the Outreach Coordinator to conduct outreach to RSOs on campus to raise awareness about the center and our programming and services, including OutSpeaking.
9. Assist with the daily operating functions of the LGBTQA+ Resource Center, including staffing the office, cleanliness of the center, operating ResourceMate, working cooperatively and collaboratively with other/all resource center staff and volunteers, the graduate assistant and director.
10. Conduct outreach to recruit OutSpeakers, keep OutSpeakers informed, provide orientation and update sessions, manage and coordinate panels, conduct surveys for requestors, panelists and audiences, track and compile statistics and turn in on a monthly, semester and annual basis. Facilitate OutSpeakers involvement.
11. Promote Outspeaking through outreach and publicity to raise awareness and encourage requests.

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12. Attend resource center staff and volunteer meetings and utilize information sharing/communication methods including Blackboard, email, social media, listservs, and voicemail effectively and appropriately.
13. Staff programs, booths, and other events as needed.
14. Keep track of center contacts, and outreach efforts (statistics) and assist with compiling center statistics for each semester and assisting with progress reports.
15. Provide educational panels and workshops for the campus community on a variety of social justice topics, including but not limited to: ally development, bystander intervention, inclusive language, dynamics of power and privilege, grassroots organizing, and basic information about the LGBTQA+ Resource Center and our services.
16. Recruit and train volunteers to provide educational workshops and panels as described above.
17. Post to the LGBTQA+ Resource Center’s social media about current events in the LGBTQA+ community, opportunities for activism, and other educational information.
18. Provide information on current events, activist opportunities, general information to OutSpeakers, center staff, and beyond.
19. Other duties as assigned.

**Student Involvement Responsibilities  5%**
1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other SI content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/ departments/divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
4. Assist students and other customers of Student Involvement as needed.

**Requirement:** Must be enrolled and attending UNL during the academic year.

**Special Qualifications:** The ability to function well in a multiuse environment with a variety of programs, services and demands.

**Qualifications:**
1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
   a. Comfortable with public speaking and giving presentations on topics related to sexual orientation, gender identity/expression and social justice.
   b. Able to represent the LGBTQA+ Resource Center effectively and professionally.
   c. Strong organizational and time management skills.
   d. Strong writing skills.
2. Ability to:
   a. work independently with minimal direction; asking questions/for direction as needed;
   b. work well as part of a team (the center’s student staff and volunteers, GA and Director);
   c. use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher);
   d. learn about, and provide information about the center, our programming and services;
   e. learn about and support a social justice approach to LGBTQA+ Programs & Services and understand the intersections of identities and the interconnected nature of power and privilege;
   f. manage details effectively;
   g. facilitate focus and discussion groups.

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3. Reliable and responsible fulfillment of job responsibilities.
4. Interested in and committed to working with the LGBTQIA+ student population and social change.
5. Ability to welcome, include and engage individuals coming to the center, student staff and volunteers (assist in the development and maintenance of brave space).
6. Work well with the other center staff and director.