

## Online Educator and Engagement Specialist Description

**Position Summary:** FreeState Justice seeks an energetic, organized, and detail-oriented specialist in online education and engagement. The Online Educator and Engagement Specialist will work directly under the supervision of the Director of Education and Outreach to support FreeState Justice's educational services through the creation and facilitation of these materials to a variety of audiences, including service providers, school teachers, students, and the general public. Qualified candidates will possess strong organizational skills, be committed to serving low-income LGBTQ+ people, able to use an intersectional lens, and possess skills outlined in the work description.

**Location:** Maryland location preferred; remote is acceptable.

**Supervisor:** Director of Education and Outreach

**Schedule:** This intern can expect to dedicate 10-20 hours per week on a flexible schedule.

**Responsibilities:** This specialist will be responsible for:

### *Education: Curriculum Development, Speaking Engagements, and Resource Building (60%)*

- Maintain a high level of knowledge about state/federal LGBTQIA+ laws and current events, other organizations' educational resources, and the ways in which FreeState can increase engagement during online events
- Co-create and conduct trainings, education programs, interactive activities, written resources, and other materials for providers and community members on various LGBTQ+ issues, including conducting teach-ins, presenting at meetings and webinars, and other community education.
- Use various platforms and modes of engagement to increase interaction in a digital setting

### *Assessments, Monitoring, and Evaluation (30%)*

- Pilot and assess success of various speaking engagements through creating tools to solicit meaningful feedback from attendees
- Work with the other staff members on an overall educational plan, goals, and benchmarks

### *Internal and External Meetings (10%)*

- Represent FreeState Justice at community meetings and events pertaining to education
- Frequent check ins with supervisor and team meetings to align on work goals and work as a team

**Qualifications:** An ideal candidate will possess the following qualities:

- Deep understanding of issues that affect lesbian, gay, bisexual, transgender, and queer communities, especially those who are youth, low-income, or of color

- Proficiency with Microsoft Office suite
- Proficiency with database management
- Comfort with telephone and audio/visual communication
- Ability to interact with individuals of differing backgrounds
- Excellent oral and written communication skills
- A passion for getting and staying organized
- Ability to multi-task in a fast-paced environment
- Strong time management skills
- Self-motivated individual who takes initiative

**Skills Gained through this internship:**

Public speaking, curriculum development, networking, community building, subject matter expertise on LGBTQIA+ topics, oral and written communication skills, content management strategy, assessment development, information technology strategy, non-profit operations.

**Compensation:** This is an unpaid internship. We are willing to collaborate with interested individuals to secure external funding, course credit, or recognize work as an in-kind service donation.

**Application Process:**

Resumes, a brief cover letter, and 500-word writing sample of your choice should be submitted through our online internship application form located [here](#). Applications will be accepted, reviewed, and selected on a rolling basis unless otherwise noted on the online application form.

Transgender people, disabled people, Spanish speakers, low-income and upwardly mobile people, people of color, especially Black & Indigenous folk, are strongly encouraged to apply. Current or former Maryland residents are strongly encouraged to apply.

**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.