

Bilingual Research Fellow (Spanish-English speaker), Statewide LGBTQ Needs Assessment

FreeState Justice has previously conducted two statewide needs assessments in 2010 and 2016. FreeState Justice seeks an analytical, organized, and detail-oriented intern to assist in designing a needs assessment survey and developing a strategic plan and timeline for survey implementation and analysis. The intern will work directly under the supervision of the Executive Director and the Director of Programs to support FreeState Justice's engagement with stakeholders and community members to ensure effective delivery of the needs assessment. Qualified candidates will speak Spanish, possess strong organizational skills, be committed to serving low-income LGBTQ+ people, are able to use an intersectional lens, and possess skills outlined in the work description. This intern can expect to dedicate 4-8 hours per week.

Location: Maryland location preferred; remote is acceptable.

Supervisors: Programs Director and Executive Director.

Schedule: This intern can expect to dedicate 4-8 hours per week.

Responsibilities: This intern will be responsible for:

Survey Design (35%)

- Literature review of best practices in conducting LGBTQ+ needs assessments, with a focus on soliciting input from people of color, Spanish speakers, immigrants, people of low or limited-income, transgender and nonbinary folks, youth, elders, and disabled folks.
- Work with staff to identify available data and draft data objectives for collection.
- Develop survey instruments with accompanying validation and rationale.
- Draft an analysis plan based off of survey instruments.

Survey Deployment Strategy (35%)

- Conduct cost-benefit analysis of possible platforms, tools, and methods of engagement.
- Construct a survey deployment timeline, stakeholder map, and target sample size by region.
- Develop and draft processes for data collection.
- Identify stakeholders and community members to be involved with the initiative and work.
- Develop training materials and/or train staff & volunteers on survey deployment.

Administrative Support (15%)

- Schedule, prepare agendas for, participate in, and take minutes for meetings related to the needs assessment (both internal and external to the organization)
- Generate and track action items; liaise with stakeholders as needed

Communications (15%)

- Attend and participate in inter and/or intra agency meetings
- Conduct education and outreach

- Implement outreach campaign/marketing
- Organize community effort

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;
- Excellent oral and written communication skills;
- A passion for getting and staying organized;
- Systems-oriented thinking;
- Complex problem-solving skills;
- Ability to multi-task in a fast-paced environment;
- Strong time management skills;
- Self-motivated individual who takes initiative;
- Experience with data collection software, data analysis software, and survey design;
- GIS software experience is a plus;
- **Spanish language skills are required.**

Skills Gained through this internship:

Qualitative and quantitative research; conducting a community needs assessment; designing an effective survey protocol; creating a comprehensive strategy for survey deployment, including a timeline, methods, and budget; coalition building; community development and engagement; subject matter expertise in LGBTQIA+ issues; oral and written communication.

Compensation: \$22/hour (4-8 hours per week)

Start and end dates:

- **Start:** Right away
- **End:** 6/30/2022

Application Process:

Please email Ellie DeGarmo (edegarmo@freestate-justice.org) with the following materials: resume, a brief cover letter, and 500-word writing sample. You may also fill out the online internship application form located here: <https://form.jotform.com/202518792155155>. Applications will be accepted, reviewed, and selected on a rolling basis.

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. Transgender people, people of color, and people with disabilities are strongly encouraged to apply. Current or former Maryland residents are strongly encouraged to apply.