



MARYLAND'S LGBTQ ADVOCATES

POSITION ANNOUNCEMENT

Education Specialist

FreeState Justice, Maryland's LGBTQ Advocates

Baltimore, MD

FreeState Justice seeks an organized, knowledgeable, personable, and creative Education Specialist who is passionate about educating others and building connections with stakeholders in order to achieve equality for vulnerable LGBTQ+ Marylanders. This includes the development and implementation of professional programming for FreeState training, workshops, conferences, seminars, and similar events. The Education Specialist will also develop and implement a speakers bureau program to train and connect community members with speaking engagements and other paid opportunities. The Education Specialist reports to FreeState's Programs Director. This role requires a deep commitment to working in partnership with individuals of low or limited income, with Black, Indigenous, and Latine community members, and with transgender and gender non-conforming people.

Position Summary:

The Education Specialist is responsible for coordinating, creating, deploying, and facilitating education and related activities of FreeState Justice. This includes (but is not limited to) conducting the majority of FreeState's training offerings (such as LGBTQ 101, best practices in a healthcare setting, civil rights of LGBTQ folks, etc.), creating and curating new training and educational programs, and supporting the development & deployment of resource navigation materials. The Education Specialist will collaborate with the Legal Team on the framework for legal training, the development of legal pro se resources, and supporting the training and onboarding of pro bono attorneys. In order to meet engagement requests, the Education Specialist will build a team of facilitators to support their activities by developing & implementing a speakers bureau program. Additional responsibilities include supporting FreeState's current partnerships and fostering relationships with like-minded providers and organizations.

More information about the organization can be found at www.freestate-justice.org.

Reports To: Programs Director

Supervises: Interns, Fellows, Apprentices, Contractors as needed

Responsibilities:

Education: Speaking Engagements, Training, & Resource Navigation

- Maintain or develop subject matter expertise on issues relating to civil rights for LGBTQ+ Marylanders.

- Coordinate, conduct, and create training, education programs, 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.
- Staff conferences, seminars and similar training events while supporting other community outreach events, including on evenings and weekends, as needed.
- Support the preparation and submission of required grant reporting.
- Recruit, train, and supervise interns, volunteers, and community members for a speakers bureau.

Conferences and Seminars - Professional Program Coordinator

- Scheduling and coordinating professional program planning meetings
- Prepare agendas, take minutes, & tracking action items
- Developing, collecting, and coordinating collateral materials
- Support logistics for speakers/panelists' presentations
- Develop, implement, and analyze conference-related surveys and evaluation

Partnerships, Assessments, Monitoring, and Evaluation

- Support outreach efforts including identification of outreach opportunities, attending outreach events as needed, and maintaining records of activities.
- Support the development of partnerships with local officials, community-based organizations, nonprofit organizations, and civic organizations.
- Represent FreeState Justice at community meetings and events
- Work with the other staff members on an overall outreach and communications plan
- Ensure compliance, record keeping, and monthly reporting for outreach and education efforts

Other Duties:

- Travel within the state is required by the position,
- Assist Programs Director with fund development, grant writing, and other activities as needed

Qualifications:

- Experience working in partnership with individuals of low or limited income, with Black, Indigenous, and Latine community members, and with transgender and gender-non-conforming people.
- At least two years of experience in creating and implementing training programs, seminars, and conferences, particularly in a nonprofit setting
- Maryland-based candidate is preferred
- A least two years of professional public speaking, ideally with experience in adult facilitation/learning
- Ability to manage and delegate tasks to others, including interns, attorneys, directors, and others as needed
- Enjoys making connections with people and connecting individuals to one another
- Experience with and ability to engage stakeholders with different levels of education and professional experience.
- Strong writing skills.
- Strong presentation design skills.
- Highly organized and consistent across responsibilities.
- Collaborative and flexible attitude, with a heavy dash of grit, and a sense of humor

Salary: \$50,000 to \$60,000 based on experience

Schedule: Flexible 37.5 hours per week spread approximately 9AM-5PM Mon.-Thur., “no meeting Fridays”, some evenings and weekend events.

Location: Baltimore, Maryland, and Remote. At least one day in-person in a COVID-conscious office is requested but not required.

Benefits: FreeState Justice offers a competitive benefits package. Benefits include comprehensive medical, dental, and vision insurance, 403(b) retirement savings account, and 42 days of PTO (12 paid holidays, 20 days of vacation, and 10 days of sick and safe leave).

How to Apply: Interested candidates should submit a letter of interest, resume, and list of 1-3 references utilizing our online form found at www.freestate-justice.org/careers. If necessary, questions may be directed via email to hr@freestate-justice.org. No calls, please. More information about the organization can be found at www.freestate-justice.org.

Applications will be accepted until July 15th. Candidates will receive an email confirming receipt of their application. Interviews will begin on a rolling basis starting June 15th.

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.

About FreeState: FreeState Justice is a 501(c)(3) social justice organization that envisions a Maryland where people across the spectrum of lesbian, gay, bisexual, transgender, and queer identities are free to live authentically, with safety and dignity, in all communities throughout our state. Our work brings to the forefront the experiences of those of us at greater risk for discrimination, such as youth, communities of color, individuals with low-incomes, and transgender and gender non-conforming people.

FreeState Justice provides free legal representation and policy advocacy in areas arising from a person’s LGBTQ status, such as health care discrimination, safe and equal access to school services, family law matters, name and gender changes, and discrimination in places of public accommodation. Services, both legal and policy-focused, are provided by staff attorneys, as well as by volunteer attorneys who serve on FreeState’s pro bono panel, and student interns.

More information about the organization can be found at www.freestate-justice.org.