

POSITION ANNOUNCEMENT

Program Coordinator

FreeState Justice

Baltimore, MD

FreeState Justice seeks an energetic, organized, and detail-oriented Program Coordinator who cares deeply about LGBTQ+ people. We are looking for a self-starter with a deep passion for social justice and a commitment to serving lesbian, gay, bisexual, transgender, and queer clients to join our small team of committed, engaged, and excited individuals working to bring full equality to Baltimore's vulnerable LGBTQ+ population.

Position Summary & Responsibilities:

The Program Coordinator is responsible for providing resource navigation to LGBTQ+ people in Baltimore, creating and facilitating trainings (such as LGBTQ+ 101, best practices in a healthcare setting, civil rights of the LGBTQ+ community, etc.), and assisting in outreach activities of FreeState Justice. The Program Coordinator will collaborate with FreeState Justice's legal team on the framework for legal training, developing legal pro se resources, and supporting the training and onboarding of pro bono attorneys. Additional responsibilities include supporting FreeState Justice's current partnerships and fostering relationships with providers and organizations.

Resource Navigation & Outreach:

- Connect vulnerable LGBTQ+ Baltimoreans to healthcare, mental health, addiction services, housing, and access to eligible social services.
- Complete grant-related reporting in a timely manner.
- Identify outreach opportunities, attend outreach events, and maintain 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

Education & Training:

- 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.
- Schedule and coordinate professional program planning meetings
- Prepare agendas, take minutes, and track action items
- Develop, collect, and coordinate collateral materials

- Support logistics for speakers/panelists' presentations
- Develop, implement, and analyze conference-related surveys and evaluation Partnerships, Assessments, Monitoring, and Evaluation

Other Duties:

- The position requires travel throughout Maryland, specifically in June (Pride Month) and October (LGBTQ+ History Month).

This position is grant-funded and contingent on the continuation of grant funding.

Qualifications:

- At least four years of experience in creating and implementing training programs, seminars, and conferences, particularly in a nonprofit setting
- 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
- Experience with and ability to engage stakeholders with different levels of education and professional experience.
- Strong presentation design skills.
- Collaborative and flexible attitude
- Demonstrated commitment to serving low-income communities, including experience working with low-income transgender people, people of color, and other marginalized populations.
- Proficiency with Microsoft Office suite, including MS Excel.
- Experience with database management.
- Enthusiastic attitude and passion for serving LGBTQ+ people;
- Self-motivated, detail-oriented individual who takes the initiative;
- Strong interpersonal communication skills;
- Ability to multi-task in a fast-paced office environment, including strong time management skills;
- Fluency in English and Spanish preferred

Reports: Legal Director

Salary: \$58,000 to \$70,000, depending on experience.

Schedule: 9 AM-5 PM, some evenings and weekend events (for full-time);

Location: Baltimore, Maryland, hybrid. At least two days in-person

Benefits: FreeState Justice offers a competitive benefits package. Benefits include 100% employer-paid medical, dental, and vision insurance. 100% employer-paid long-term disability, short-term disability, and life insurance. 12 paid holidays, 20 days of vacation, 10 sick days, and access to a 403(b)-retirement account.

How to Apply: Interested candidates should submit a letter of interest, resume, and list of 1-3 references utilizing our online form found at <https://freestate-justice.org/who-we-are/careers>.

If necessary, questions may be directed via email to info@freestate-justice.org. No calls, please. More information about the organization can be found at www.freestate-justice.org.

Applications will be accepted until January 31, 2024. Candidates will receive an email confirming receipt of their application. Interviews will begin on a rolling basis starting January 16, 2024.

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.

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.