



**Position Description**  
**Transgender, Non-Binary, and Gender Non-Conforming Outreach Specialist**

<b>Position Title: Transgender, Non-Binary, and Gender Non-Conforming Outreach Specialist</b>	<b>Supervisor: Director of Community Engagement</b>
<b>Department: Engagement</b>	<b>Full or Part Time: Part-time</b>
<b>Fair Labor Standards Act Status: Non-exempt</b>	<b>Starting Salary: \$22/hour</b>
<b>Position Code:</b>	<b>Revision Date: November 2022</b>

**About Safe Passage**

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

**Our Mission:** Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse. We support survivors and their families. We engage our community. We advocate for systemic change.

Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

**Position Summary**

The Transgender, Non-Binary, and Gender Non-Conforming Outreach Specialist is responsible for advancing the access and engagement of members of the transgender, non-binary, and gender non-conforming community in the direct service and engagement programs at Safe Passage. This position is a member of the Community Engagement Department and serves the agency's mission by coordinating outreach strategy, educational and community interactions, and prevention efforts with the LGBTQ+ (\*) communities with a primary focus on the transgender, non-binary, and gender non-conforming community. In close collaboration with the LGBTQ+ Counselor Advocate, this position serves as an internal resource to the rest of the organization for best practices related to supporting members of the LGBTQ+ communities.

As part of the Community Engagement Department, the Transgender, Non-Binary, and Gender Non-Conforming Outreach Specialist has additional responsibilities of providing training and contributing to agency-wide prevention strategies and communication content.

*\*Safe Passage is committed to serving all survivors with marginalized sexual identities and our services are available to all. This includes but is not limited to queer, pansexual, asexual, genderqueer, agender*

*people and non-binary identities that come specifically from outside the colonialist framework such as Two Spirit, and Third Gender people. We typically use the abbreviation LGBTQ+ to denote the broad spectrum of sexual and gender identities. This position prioritizes services and outreach to the Transgender, Non-Binary, and Gender Non-Conforming communities.*

### **Essential Functions**

#### *Outreach*

- Establish and sustain meaningful collaborative partnerships with organizations, service agencies, businesses, community leaders and/or community members in the LGBTQ+ community.
- Work collaboratively to increase awareness, accountability, and competence in the LGBTQ+ communities and to provide initial contacts for survivors and potential volunteers.
- Contribute to the organizing of, and represent Safe Passage at, community-based initiatives and events such as PRIDE celebration, Neo-Burlesque and Drag shows, Balls, Dances, Faith-based gatherings, school events, town celebrations, events related to the Trans Day of Remembrance, and other culturally relevant events. Provide materials, expertise, and public speaking when appropriate.
- Serve as a representative of Safe Passage on task forces or initiatives that support the development of community capacity to serve the LGBTQ+ communities.
- Serve as point person, coordinate, and lead anti-violence initiatives, bystander engagement and other educational opportunities for LGBTQ+ communities and allies in community settings such as colleges/universities, houses of worship, and community-based organizations.
- In collaboration with the Director of Community Engagement, develop anti-violence materials and messaging for distribution (print materials and web) that are relevant and specific for the LGBTQ+ communities and consistent with Safe Passage messaging development protocols.

#### *Community Engagement*

The Transgender, Non-Binary, and Gender Non-conforming Outreach Specialist is a member of the Community Engagement Department. As part of a team effort, all staff in this department contribute to external agency communications, build community relationships, conduct outreach and prevention programming, and support volunteers and interns as related to their area of expertise and in alignment with the agency's strategic plan. All Engagement Department team members are also expected to support the presence of survivors in community settings by:

- Modeling healthy boundaries and skills of emotion regulation;
- Articulating boundaries of what you can do within your role and provide warm referrals, within Safe Passage and externally;
- Maintaining personal boundaries in the community and on social media that consistently affirm the reality of Safe Passage confidentiality;
- Responding to disclosures and discussion of interpersonal violence with professional best practice one-on-one and in group settings.

#### *Program Administration*

- Participate in staff meetings, department meetings, and team meeting as directed by supervisor.
- Participate in regular supervision with the Director of Community Engagement.
- Participate in coalition meetings, task forces, and committees, as directed by supervisor.
- Maintain appropriate files, records, documentation, and statistics.
- Submit reports and information as needed for reporting to funders, board of directors, and others.

- Participate in the development and implementation of department and agency planning, strategy, and evaluation.
- Help to create a positive working environment for staff and volunteers
- Contribute to developing policies and protocol, as relevant to area of expertise.

*Expectations of all employees*

In the performance of essential and general job responsibilities, all Safe Passage employees are expected to:

- Demonstrate commitment to Safe Passage’s mission and principles of diversity, inclusion, and empowerment.
- Represent Safe Passage in a professional and competent manner to clients, organizational partners, and other stakeholders.
- Perform quality work within deadlines.
- Work effectively as a team contributor on all assignments while contributing to a positive working environment for staff and volunteers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Work Hours and Schedule**

This is a 20 hour a week non-exempt position with a hybrid on-site / remote schedule. Flexible but relatively predictable schedule that includes most work hours on weekdays between 9am and 5pm, as well as some evenings and weekends as job duties demand.

**Hiring Requirements**

Bachelor’s in social work, sexuality/health education/prevention, or similar field. Candidates with non-traditional educational pathways and commensurate life/work experience considered.

**Years of Experience**

One to three years of relevant experience, such as work addressing interpersonal violence and recovery; outreach, networking, training and/or prevention-education; and service-provision, organizing or other work explicitly serving the LGBTQ+, transgender, non-binary, and gender non-conforming community.

**Knowledge, Skills & Abilities**

*Required*

- Demonstrated cultural competence and commitment to supporting the LGBTQ+ community, with special emphasis on Transgender, Non-Binary, Gender Non-Conforming people
- Understanding of the experience and impact of domestic violence and relationship abuse.
- Demonstrated knowledge of, commitment to, and/or experience working with marginalized and underserved populations.
- Commitment to equality and social justice.
- Experience working in a diverse, multicultural workforce.
- Familiarity with electronic programs for data management, communication, and information sharing.
- High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to virtual meetings and facilitation, databases, and cloud-storage programs.
- Experience providing counseling, advocacy, and/or community education and outreach in domestic violence or related issues.

- Excellent facilitation and/or public speaking skills. Experience with facilitation of various sizes of groups and/or events management.
- Ability to work independently as well as collaboratively with other staff.
- Excellent interpersonal, written and verbal communication skills.
- Demonstrated efficiency in problem solving and critical thinking skills.
- Strong administrative, organizational, and time management skills. Excellent attention to detail, judgment, and ability to prioritize and manage multiple tasks.

*Preferred*

- Demonstrated ability to bring curiosity and openness to the work, and when necessary to pivot and try something new.
- Commitment to broadly-inclusive programming created with a preemptive multi-cultural, anti-oppression lens.
- Demonstrated understanding of the intersectionality of oppression.
- Demonstrated skill working in diverse coalitions in relationship with community leaders, organizations, religious groups, and other community-based organizations.
- Demonstrated understanding of trauma-aware/trauma-sensitive educational practices.
- Bilingual skills (Spanish and English)

**Tools & Technology Requirements**

Tools & Technology Requirements for all staff: High level of proficiency and comfort utilizing and troubleshooting technology, including but not limited to PC systems, google suite (gmail, drive, calendar), zoom and web conferencing, electronic databases, and cloud-storage programs.

**Benefits**

Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health and dental insurance, and a 401(k) plan with agency match.

Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.

**Application Instructions**

**To apply:** Send **resume and cover letter** with the subject "Transgender Non-Binary, and Gender Non-Conforming Outreach Specialist" to [spjobs@safepass.org](mailto:spjobs@safepass.org).

Application deadline is February 3, 2023.

For more information about Safe Passage and domestic violence, visit our website at [www.safepass.org](http://www.safepass.org)

Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.