



The National Gay and Lesbian Task Force builds the power of the lesbian, gay, bisexual, and transgender community from the ground up. The Task Force is the country's premier social justice organization fighting to improve the lives of LGBT people, and working to create positive, lasting change and opportunity for all.

About the Academy for Leadership and Action

The Academy works to develop leadership competencies in three focus areas:

1. The ability to win short-term victories for the LGBT community at the church house, the state house and the ballot box;
2. The ability to build an organization's capacity to act, which includes the ability to raise money; manage staff, board members, and volunteers; and build long-term relationships with a broad cross-section of progressive movement leadership.
3. The ability to frame publicly LGBT issues within a broader progressive struggle for justice.

Leadership Programs Coordinator

Position location: Washington, D.C.

Reports to: Leadership Programs Director

Snapshot of the Position: The Leadership Programs Coordinator is responsible for contributing to the success of innovative leadership programs and training for a wide range of LGBT movement leaders through facilitation, design, and logistical support.

DESCRIPTION:

This position reports to the Leadership Programs Director and works to support the development of the vision, strategy and programming for the Academy by working in an integrated manner with other departmental priorities, as well as other organizational departments.

RESPONSIBILITIES:

- **Project Management (25%)**

Oversee the design and development of specific leadership development projects, including implementation and evaluation:

- Coordinate assigned training projects with partner organizations;
- Lead and support the development and implementation of leadership programs in conjunction with the Leadership Programs Director; and
- Co-Manage Academy's presence at Creating Change.

- **Curriculum Development and Documentation (25%)**

- Publish online and hard copy facilitator manuals and materials;
- Post curriculum and materials in the Resource Center of the Online Organizing Academy;

- **Logistical Support (15%)**

- Support projects with logistics, travel, and contractor relations.
- **Strategic communication and recruitment for programs (15%)**
 - Develop infrastructure, outreach ideas and social media tools to continually and effectively communicate with program participants, alumni and potential participants; and
 - Develop strategies for building recruitment networks in specific demographic and regional communities including but not limited to LGBT, people of color and youth.
- **Assessment and Evaluation of Programs (10%)**
 - Design and implement tools to evaluate programs;
 - Develop evaluation tools and methods for assessing the impact of our work; and
 - Prepare summary reports for internal use, as well as for the use of development and fundraising.
- **Administration (10%)**
 - Carry out necessary administrative task relevant to the procedures of the Task Force.

QUALIFICATIONS:

- Minimum experience of three years curriculum writing and training facilitation experience on various facets of grassroots organizing, advocacy, fundraising, racial justice and organizational development.
- Demonstrated understanding of adult learning theory and proven capacity to develop or adapt training curriculum to match participants' needs.
- At least three years of experience as a staff organizer or trainer on the local, state or national level.
- Administrative skills and attention to detail, capacity for managing multiple projects and timelines, meeting deadlines in a fast paced environment and working under stress.
- Thorough understanding of the fundamentals of effective organizing and building linkages across race, gender, age, religion, class and culture.
- Excellent communication skills, both orally and in writing.
- Computer and Internet proficiency.
- Willingness to work long hours, evenings and weekends is a must.

This position requires regular travel.

COMPENSATION: Commensurate with experience. Provides excellent benefits — health, dental and vision insurance; annual and sick leave; 403(b) plan with employer contributions.

This position is part of our collective bargaining unit.

Please submit a cover letter and resume addressing your experience relevant to these responsibilities and qualifications and describing your interest in being a member of the Task Force staff. If possible, please submit the names, affiliations and contact information for three references. Applications submitted via e-mail for this position should be directed to hr@theTaskForce.org; please write "Leadership Programs Coordinator" in the subject line. No phone calls, please.

The Task Force is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation or any other status protected by applicable law. Women, transgender people, veterans and people of color are encouraged to apply.