

Position: Transgender Advocate

Reports To: Community Advocacy & Engagement Director

Classification: Full-time (40 hours/week), nonexempt

Work Location: On-Site, OutReach LGBTQ+ Community Center (2701 International Lane, Madison WI) with occasional travel within Dane County

Please submit a cover letter along with your resume by email to OutReach's Community Advocacy and Engagement Director (jaxs@lgbtoutreach.org). Applications are due by **March 20th at 11:59 PM**. Any applications submitted after the date listed will not be considered. Please do not call regarding the position.

Overview

OutReach LGBTQ+ Community Center is Wisconsin's longest standing LGBTQ+ support and social services organization. We are committed to equity and quality of life for all LGBTQ+ people through community building, health and human services, and economic, social and racial justice advocacy.

OutReach is seeking a **Transgender Advocate** to provide compassionate peer support, resource and referral navigation, and advocacy to transgender, nonbinary, genderqueer and/or gender expansive community members. This individual will be responsible for implementing our transgender services in collaboration with the Madison Area Transgender Associate (MATA) and will work closely with other program staff to provide services to the wider LGBTQ+ community of Dane County.

Essential Duties

The Transgender Advocate will be primarily responsible for the following duties:

- Provide compassionate, trauma informed peer support to transgender, genderqueer, nonbinary and/or gender expansive people in-person and/or virtually
- Support transgender community members by providing affirming resources (such as gender affirming garments) and referrals to services
- Work collaboratively with program staff to staff the center including but not limited to providing services to walk-in clients and answering phones
- Educate health and/or social service providers on best practices for working with the transgender community to improve physical and mental health outcomes
- Assist community members with legal name and gender marker changes
- Provide healthcare systems navigation and client advocacy in healthcare settings
- Distribute resources from our gender affirming SSP such as safer sex and safer injection supplies to community members in collaboration with Harm Reduction Services staff

- Create and facilitate educational presentations on topics including but not limited to LGBTQ+ cultural competency, HIV prevention, and Transgender 101 in collaboration with program staff
- Meet regularly with other community advocacy and engagement staff to prepare reports on activities and services for OutReach’s Board and external funding agencies.
- Work with OutReach’s MATA program as a member of the leadership team and provide social and support group meeting facilitation as needed
- Assist with the planning and coordination of special events and programs organized by OutReach such as the Magic Pride Festival, Trans Joy, the Trans Care Package drive and more.
- Occasional other duties as assigned by the Community Advocacy and Engagement Director.

Experience and Qualifications

To perform this role well, you should have personal, professional, and/or lived experience in some or all of the following:

- Living experience within the transgender, nonbinary and gender expansive community
- Peer support (both individual and social/support group based)
- Healthcare system navigation and client advocacy
- Written and verbal communication skills including but not limited to meeting facilitation, public speaking, and educational content creation.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, and others).
- Must have and maintain a valid driver’s license, automobile insurance, and access to a vehicle.

Keys to Success

To be successful in this role, you should:

- *Have a strong sense of empathy while maintaining personal and professional boundaries.* The Transgender Advocate works closely with members of our community who are facing difficult circumstances. This person must have a strong sense
- *Have a community-centered vision for programming.* The Transgender Advocate is responsible for helping ensure that transgender, nonbinary, genderqueer and/or gender expansive community members feel connected to community both inside and outside of our center. This person must be willing to be flexible, ready to meet people where they’re at and passionate about bringing people together.
- *Be committed to OutReach’s mission, vision, and values.* Our staff are all driven by our commitments to LGBTQ+ community-building and social justice. Everyone on staff is expected to adhere to our organization’s policies, which are rooted in liberatory harm

reduction, restorative and transformative justice, and dismantling white supremacy culture.

Supervisory Responsibilities: None.

Hours: This is a full-time position; core hours and days must occur during OutReach LGBTQ+ Community Center's business hours Monday through Friday from 12:00pm through 6:00pm., with occasional evening and weekend hours.

Compensation and Benefits:

- Pay Rate: \$24.00 per hour
- Eligible for benefits including health (employer pays 90%), dental, vision, life insurance, and more.
- Paid time off including vacation, personal, and sick days in addition to 10 paid holidays per year.

Travel: Travel is primarily local (within Dane County).

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those an employee will encounter while performing the essential functions of this job satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee may be regularly required to remain in a stationary position for extended periods of time (can alternate between sitting and standing), utilize hands and fingers to operate essential office technology (i.e. computer, phone, etc.) and occasionally move about inside the office to collaborate with coworkers or access program supplies. The employee must have the ability to communicate accurate information and ideas in a way that fellow employees will be able to understand and observe details at a close range (i.e. when utilizing a computer). Occasionally, staff may be required to move up to 25 pounds, utilize stairs, and move distances during outreach events on unstable grounds.

Work Environment: Our community center functions similarly to a traditional, professional office environment which requires the use of standard office equipment like computers, telephones, copier/printers. Because we are a gathering space for our community, there are consistent distractions and varying levels of noise throughout the center during our open hours. The employee may also be asked to participate in outdoor or offsite community outreach activities and may be exposed to variable weather conditions and noise levels.

OutReach Equal Opportunity Statement

OutReach LGBTQ+ Community Center provides equal employment and advancement opportunities to all staff members. Employment decisions are based on merit, qualifications, lived experience, and skills.

We do not discriminate in employment opportunities or practices on the basis of race, creed, religion, national origin, immigration status, socioeconomic status, ancestry, age, size, sex, sexual orientation, gender, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, or any other characteristic protected by law.

OutReach values applicants who identify as Black, Indigenous, People of Color and other minoritized groups; women; queer, transgender, gender non-conforming, and gender fluid people.