



Position: National Community Center Policy Manager
Department: Public Policy and Community Building
Reports to: Deputy Director of Public Policy and Community Building and CenterLink Consultant
Salary: \$60,000 Annually
Status: 100%, Regular, Full-time, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

JOB SUMMARY: Under the leadership and supervision of the CenterLink Consultant and the Los Angeles LGBT Center's (Center) Deputy Director of Policy and Community Building, the National Community Center Policy Manager will support and help to effectively organize and mobilize LGBT Centers, maximizing the advocacy, strength and reach of LGBT Centers, supporting national organizing and mobilization efforts, and protecting government funding streams. The position is headquartered at the Los Angeles LGBT Center and embedded with the Center's Public Policy and Community Building Department.

ESSENTIAL FUNCTIONS:

- 1) Drive effective Center organizing and mobilization activities;
- 2) Provide technical assistance to Centers including constituent mobilization, collaborative organizing and rapid response strategies;
- 3) Create impactful coalitions of allied organizations in their own communities;
- 4) Educate Center staff and boards about the legal parameters governing such activities;
- 5) Create and manage the online advocacy network; Disseminate relevant information to Centers through this network including Federal threats and opportunities, National and other efforts of importance to LGBT people, communities and allies, and ways to plug into efforts of interest;
- 6) Maximize the strength and reach of LGBT Centers by providing weekly updates on priority interest areas;
- 7) Manage collaborative strategies for the CenterLink network which Centers can also use to participate in relevant allied local and national networks;
- 8) Maintain and update information such as Center connections and political influence to improve deployment efficiency;
- 9) Support national organizing and mobilization efforts relevant to LGBT Centers and their constituencies (and allies) by representing Centers in national policy working groups as determined by the CenterLink Consultant;
- 10) Maintain list of Center representatives that are participating in policy working groups and coordinate dissemination of information gathered;
- 11) Activate the Center network in response to relevant national initiatives;
- 12) Protect government funding streams by determining Federal funding streams currently received by Centers;
- 13) Provide the tools to train Center staff and volunteers in how to engage in effective advocacy in support of government funding;
- 14) Provide technical assistance on strategies for protecting local and state funding streams;
- 15) Prepare monthly and quarterly reports as required by funders and program supervisors;
- 16) Participate in departmental special events;
- 17) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Background in policy, government relations, and LGBT advocacy preferred;
- 2) Proven ability to manage projects with multiple and often competing deadlines, and ability to work under pressure;
- 3) Access to reliable transportation, ability to be insured; and the willingness to travel;
- 4) Availability to work some evenings and weekends;
- 5) A proven concern for detail, organization, and timely follow-through, including superior oral/written communication and interpersonal skills;
- 6) Excellent Computer skills including use of MS Office Suite;
- 7) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 8) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 9) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028