

PACIFIC SCHOOL OF RELIGION
Employment Opportunity

Department: Center for Lesbian and Gay Studies in Religion and Ministry (CLGS)/
Latinx Roundtable

GL Account #: 13-45945-11-11-1215-71519

Supervisor: CLGS Managing Director

Job title: **Project Manager**

Job description:

We are looking for a Latinx Roundtable Project Manager to coordinate a grant-funded project that provides resources for Latinx families with a lesbian, gay, bisexual or transgender loved one and for LGBT people in the United States and Latin America. The job is approximately 10 hours per week from through April 2017, with the possibility of extension.

Project Description

The LatinX Roundtable creates and distributes culturally-authentic resources for use in extended families and by groups of families, as they discuss and assess the “morality” of LGBT persons and issues, in both print and online formats. We reach both families and individuals, distributing the resources among them, through Spanish-language PFLAG chapters in the U.S., through our newly established connections with the 25-nation *Asociación Internacional de Familias por la Diversidad Sexual* (International Association of Families for Sexual Diversity), and through other specific local organizations (in Latin America and across the U.S.) that we have identified as effective project partners (e.g., LGBT community centers, congregations, social service agencies, etc.). We also have a bilingual website to increase access to the materials.

We also work to establish and deepen relationships with Latin Americans. We consider this relationship building to be absolutely central to our work. Because of a long history of power asymmetries between the U.S. and Latin America, it is vital that we engage in true dialogue and mutuality with Latin American leaders so that this project is a genuinely collaborative effort that reaches across borders.

Essential Responsibilities:

Working with the Latinx Roundtable Coordinators and the CLGS Managing Director, and supporting the work of the Latinx Roundtable, the Project Manager will

- Develop a project plan to monitor and track progress through the grant period
- Ensure that all projects are delivered on-time, within scope, and within budget
- Arrange for meetings of the Latinx Roundtable, both in person and online, as needed
- Coordinate travel in Latin America, including creating itineraries, making travel arrangements, and setting appointments as needed
- Track expenditures and create reports as needed
- Oversee the ongoing development of a bilingual (Spanish/English) website and the addition of Portuguese materials (members of the Latinx Roundtable will provide content for the website)
- Interface with authors of resource materials, paying attention to the timely submission of work, providing assistance as needed and appropriate, and ensuring prompt payment of honoraria when work is completed
- Establish and maintain relationships with third parties/vendors on this project, such as web designers, printers, travel providers, etc.
- Work with graphic designer to complete layout of culturally appropriate materials that are printer- and web-ready

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- Manage details of communications and media related to this project, including distribution of press releases and social media, and internal communications between team members; connect press with authorized CLGS spokespersons (members of the Latinx Roundtable and CLGS staff will provide content for public release)
- Assist in generating reports for the governing body and the funder, including appropriate statistics, evaluations, and other materials to document work completed
- Work with development staff on grant applications to support future work and expansion of the program, if it is decided to continue beyond one year

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent oral and written skills in both Spanish and English
- Strong organizational skills
- Ability to communicate well with people in a wide range of geographical settings and cultural backgrounds and deep respect for the diversity of peoples and cultures involved in the project
- Experience making domestic and international travel arrangements
- Basic experience, at a minimum, with web design, content management, and social media; additional experience is a plus
- Ability to read and manage financial reports
- Awareness of LGBT and Latinx communities sufficient to oversee the development of culturally appropriate materials that will effectively reach the intended audiences

Hours per week: approximately 10
Date job is to begin: November 2016
Hourly rate: \$20.00
Preferred workdays: Flexible but work must be performed in the office

Apply to: Deseree Fontenot, CLGS Program Manager
Email: dfontenot@clgs.org
Application deadline: November 1; applications will be reviewed as received
Other comments: