



Program Manager

Safe and Healthy Schools Initiative

Fairness West Virginia, the statewide LGBTQ civil rights organization, seeks a Program Manager to join our growing team. Our mission is to ensure that lesbian, gay, bisexual, and transgender West Virginians can be open, honest, and safe at home, at work, and in the community.

The *Safe & Healthy Schools Initiative* is an entirely new program to Fairness West Virginia. The goal of this initiative is to create more inclusive classroom environments for LGBTQ youth that will help them achieve their full potential. The Program Manager will get the opportunity to build this new program and help shape its future. This is a perfect opportunity for a creative self-starter who is passionate about supporting LGBTQ youth.

This full-time position, which reports to the Executive Director, is responsible for overseeing this new initiative. This position is based in Charleston, West Virginia.

Responsibilities

This position and the initiative are new programs to Fairness WV. These responsibilities may change as the program matures, and successful applicants will demonstrate they can be flexible and responsive to changing environments.

Research — Roughly 10 percent of the program manager's time

- Research and identify evidence-based best practices for creating LGBTQ inclusive classrooms, including school policies, classroom management strategies, anti-bullying interventions, and more.
- Work with other Fairness WV staff members to identify and recruit a group of stakeholders across West Virginia to assist in developing a *School Equality Index*. This group should include stakeholders from various regions and backgrounds (teachers, education professors, school counselors, parents, youth, etc...). This index will include an easy-to-understand set of policy recommendations that schools can implement.

Educator Support — 60 percent

- Develop and implement an LGBTQ cultural competency training for staff and support personnel in West Virginia schools. As needed, work with school leaders to ensure this training is tailored specifically to meet the school or district's individual needs. This training will place an emphasis on supporting transgender students given that many schools need significant support to understand this student population.
- Ensure the program and all of its associated materials embodies the principles of intersectionality by addressing the multiple, intersecting forms of oppression LGBTQ

youth may face, including, racism, sexism, ableism, classism, and other forms of oppression.

- Collaborate on a regular basis with senior-level school district leaders and local community partners to advance LGBTQ inclusive school policies at the state, county, and local levels. Use the *School Equality Index* to help these leaders set measurable goals for improving their districts for LGBTQ youth.
- Provide opportunities beyond direct training for educators to become school leaders on equality. This may include developing signs, stickers, or other materials to visibly communicate the educator supports LGBTQ youth.
- Offer virtual training opportunities throughout the year for educators.

Youth Support — 25 percent

- Support LGBTQ student organizations (Gay Striaight Alliances and groups by oher names) so they are supported, active and have access to our resources.
- Work with other Fairness WV staff members to develop and execute plans to collect data about LGBTQ student experiences and the impact of our initiative using surveys, focus groups, or other similar activities. Use this data to inform and improve the training program for educators.
- Work with the Communications Director as needed to develop materials that educate LGBTQ students about their rights in the classroom. These materials may include videos, brochures, social media campaigns, and more.
- Coordinate events with other Fairness staff members as-needed to promote civic engagement among LGBTQ youth of West Virginia, including activities such as visiting the West Virginia Legislature and voter registration drives.
- Identify young LGBTQ leaders, including current and former students, who may be interested in participating in communications projects. These projects may include writing letters to the editor, participating in videos, speaking to state lawmakers, and so on.
- Explore ways to connect LGBTQ youth with community mentors.

Parent Support — 5 percent

- Work with the Communications Director as needed to develop materials to educate parents and family members of LGBTQ youth. These materials will include information about LGBTQ terminology and ways that family members can advocate for their LGBTQ children.
- Identify parents and family members of LGBTQ youth who may be interested in participating in communications projects.

In addition to these responsibilities, the Program Manager will assist with tracking and reporting on the outcomes of the *Safe & Healthy Schools Initiative*, including any grant deliverables.

Qualifications

Prior experience working directly with youth is required. Experience as a classroom teacher, school counselor, county school administrator, or similar positions in a school is *strongly* preferred.

To be successful in this position, you will need to excel in four key areas:

- **Strong logistical and planning skills:** Comfortable and experienced in hosting events of various scales, with an understanding of the logistical requirements of a successful school-based event.. These abilities also translate into having excellent written and oral communication skills, along with being a tenacious and tactful problem solver.
- **Knowledge of and commitment to principles of equity:** Recognizes the ways that race and other identities intersect in this work. Comfortable talking about identities such as race, ethnicity, sexual orientation, gender identity, gender expression, class, ability, or gender in plain, specific terms. Able to share this knowledge through professional development to audiences with a wide variety of understanding. An inherent ability to build strong personal relationships.
- **Entrepreneurial and resourceful:** Consistently overcomes challenges and leverages resources to creatively solve problems. Proposes solutions to issues without much guidance (but isn't afraid to ask questions). Is nimble as strategy and priorities change. Proactively asks for help, anticipates problems, and course-corrects where needed. Can demonstrate assertive diplomacy when navigating senior level individuals and organizations.
- **Attentive, empathetic leadership:** Enthusiasm for meeting and engaging with people. Empathizes with the communities we serve. Able to put people at ease, especially when there are lines of difference. Is able to navigate highly complex and political spaces with grace and ease. Listens closely to understand needs or concerns and takes steps based on that input. You respond to people in a timely manner. Takes pride in providing clear, helpful information. Has a strong work ethic.

Applicants should demonstrate they can thrive working on a small team. Also, this position will require significant travel at times, upward of 7-10 days a month (depending on the amount of training requests we receive from school leaders). Fairness WV offers competitive mileage reimbursement.

Compensation

The salary range for this position is \$45,000-\$55,000, based on the applicant's experience and skills. Benefits include generous medical, dental, and vision insurance (fully paid by employer), and vacation, holiday, and sick leave.

How to Apply

Please email a cover letter, resume, writing sample, and three references to andrew@fairnesswv.org. Applications should include "Program Manager" in the subject field of the email. Applications accepted until the position is filled.

We strongly encourage people of color, transgender and non-binary people to apply. Fairness West Virginia is an equal opportunity employer and welcomes everyone, including non-LGBTQ people, to join our team.