

**Organization:** Lesbian Community Cancer Project  
**Job Title:** Going Beyond Nice Project Coordinator  
**Reports to:** Executive Director  
**FLSA STATUS:** Exempt, Part-time (20 hours per week)

### **Organization Description**

LCCP's vision is that lesbian, bisexual, and queer women and transgender individuals have appropriate and accessible health care in a supportive and bias-free environment. The mission of LCCP is to advance the health and quality of life for lesbian, bisexual, and queer women and transgender individuals through advocacy and public education.

### **Summary**

The Going Beyond Nice Project Coordinator coordinates LCCP's Going Beyond Nice LBT Cultural Competency Training and Education Project (GBN). The current iteration of this five year project focuses on an online curriculum for which health care providers receive continuing education units upon completion while continuing on-site trainings. GBN educates a wide range of health care professionals on the health needs of lesbian, bisexual and transgender clients. The Coordinator will manage GBN with the main focus being on the initial launch of the curriculum as well as the meeting of project scopes and other grant requirements.

### **Principal Duties and Responsibilities:**

1. Coordinate implementation and operations of the project. Specifically, monitor adherence to project protocol and budget to ensure contract compliance. Collaborate with Executive Director regarding design, development, and implementation of project, budget, and procedures.
2. With support of executive director, work with designer to create GBN identity pieces, including brochure, logo, print ads, and banner ads.
3. Conduct outreach through a variety of print and online media outlets, individual mailings and other outreach opportunities, based on priorities of funders, LCCP current networks, and potential networks.
4. Coordinate on-site trainings with contractual trainers and community health partners.
5. Interface with IT staff and users to maintain online curriculum experience.
6. Assemble written reports as needed, including but not limited to project progress and final reports to funders and Board of Directors.
7. Other duties as assigned.

### **Knowledge, Skills and Abilities:**

Minimum of a Bachelor's degree required, or equivalent work experience, preferably in social sciences or public health. Program/outreach management experience necessary. Excellent written and verbal communication, technological, management, and interpersonal skills required. Must be able to initiate tasks and work independently. Experience in health education or social services or equivalent experience also required. Demonstrated ability to work effectively with diverse staff and client population strongly preferred. Experience with media a plus. Additional skills and experience may be required depending on the needs of the project.

### **Application Instructions:**

Please apply with resume, cover letter and salary history/requirements by email to [cat@lccp.org](mailto:cat@lccp.org).

### **Equal Opportunity Statement:**

All employment decisions at LCCP are made without regard to any person's race, color, sex, gender identity, gender expression, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status or source of income.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

