

Job Description

Position: Community Inclusion Ambassador for LGBTQ+
FLSA Status: Hourly, Part Time
Reports To: Executive Director



COMPANY OVERVIEW

Shafer Leadership Academy is a non-profit community leadership academy where people of all ages, backgrounds and interests can access the tools necessary to develop and enhance their leadership skills. Our aim is to provide expert and useful leadership training that meets the needs of East Central Indiana communities, businesses, civic and not-for-profit organizations, and private individuals.

POSITION SUMMARY

The Community Inclusion Ambassador for LGBTQ+ persons is primarily responsible for activities related to building relationships with LGBTQ+ persons across Delaware County. The Community Inclusion Ambassador will serve as a brand ambassador, working to connect LGBTQ+ persons with the inclusive leadership development opportunities provided by Shafer Leadership Academy, with a specific focus on increasing program attendance, non-profit board service, candidates for local elected office and neighborhood association involvement. As a result, the Community Engagement and Inclusion Director will spend much of their in non-business hours, attending functions and operating within the spaces and places best recognized by LGBTQ+ persons. In addition, the Community Inclusion Ambassador will also be expected to provide insight and expertise into Shafer Leadership Academy's public programs and internal operations related inclusion and diversity.

OBJECTIVES

Relationship Building

- Identify LGBTQ+ persons for increased leadership connections.
- Regularly attend key events, activities, and initiatives within Delaware County's LGBTQ+ populations, with the express purpose of building relationships on behalf of Shafer Leadership Academy.
- Identify key groups and organizations for potential partnerships.
- Engage in meals, coffee meetings, and other informal one on one relationship building activities.

Program and Opportunity Connection

- Connect LGBTQ+ persons with Shafer Leadership Academy's public programs.
- Connect LGBTQ+ persons with nonprofit board service opportunities.
- Connect LGBTQ+ persons with neighborhood association involvement opportunities.
- Connect LGBTQ+ persons with opportunities to run for local elected office and / or connect to local campaigns.
- Track and maintain statics and other KPI's related to involvement within vulnerable populations.
- Present to / represent Shafer Leadership Academy at relevant activities, initiatives, and events.
- Meet once a month with Shafer Leadership Academy's Executive Director and the other Community Inclusion Ambassadors to discuss progress.
- Submit monthly time-sheets.

Diversity and Inclusion Recommendations

- Assist the Shafer Leadership Academy Programming Team and the Diversity and Inclusion Team to identify LGBTQ+ persons and potential connection points for Shafer Leadership Academy.
- Work with the Executive Director and the Diversity and Inclusion Team to develop recommendations for best practices in Shafer Leadership Academy operations, as related to diversity and inclusion.
- Collaborate with Marketing Consultant to ensure communications represent Shafer Leadership Academy's commitment to diversity and inclusion.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Possess a compelling personality rooted in the ability to connect with a diverse group of people
- Demonstrate a willingness to attend a variety of community events and after-hours activities
- Exhibit a strong knowledge of diversity and inclusion best practices
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to SLA's mission
- Ability to support multiple work assignments simultaneously and establish priorities

EDUCATION & EXPERIENCE NEEDED

- Required
 - High School diploma
 - Demonstrated experience working with LGBTQ+ populations
 - 3 - 5 years of working with underserved populations
 - Demonstrated knowledge of key LGBTQ+ organizations, events, and activities within the Muncie / Delaware County community
- Preferred
 - ◆ Bachelor's Degree from an accredited college or university or equivalent experience
 - ◆ 3 or more years working in non-profit, or public service sectors
 - ◆ Demonstrated understanding of Shafer Leadership Academy's mission, programs, and current partners

POSITION INTERACTS WITH

The Community Inclusion Ambassador will work directly with the Executive Director on a regular basis. This position will also have regular contact with Development Director, Marketing Lead, Virtual Program Manager, Program Director, members of the board of directors and volunteers, and sits on the Diversity and Inclusion Team in an ex-officio role. Direct contact with LGBTQ+ participants is expected on a frequent basis by phone, email and in person. Courtesy and respect are always expected towards community members and all members of the SLA team.

PHYSICAL REQUIREMENTS OF THE POSITION

The key physical requirements of this position include the ability to travel from time to time; lift up to 25 pounds; use of standard office equipment, including personal computers; and movement within a standard office, sometimes with stairs. We are committed to building an inclusive workplace and reasonable accommodations will be implemented to so that our employees with physical limitations may thrive.

USE OF EQUIPMENT

Not limited to personal computer, office software, multi-function printers and various office equipment.

WORKING CONDITIONS

This position will be a remote work from home role. Exact work schedules will vary from week to week-based Shafer Leadership Academy needs and projects. Position will be require attending activities, and events outside of normal business hours. Typical work month will be 20 - 40 hours, with an expectation of non-traditional hours.

SUPERVISORY RESPONSIBILITIES

None

COMPENSATION

This position is part-time, and compensation is \$25 an hour, with an anticipated 20 – 40 hours of work per month. This position is work from home, with office space available as needed.

The specific statements shown in each section of this description are not intended to be all-inclusive; they represent typical elements and criteria necessary to successfully perform the duties of the job.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT