



IN OUR OWN VOICES, INC.

Phone (518) 432-4188 | Fax (518) 432-4123 | www.ioov.org

245 Lark Street, Albany, New York 12210

Job Title: LGBTQ+ Health and Wellness Program Specialist

Reports To: Director of LGBTQ+ Health & Wellness Services

Salary Range: \$42,000 to \$48,500 per year

Job Type: Full-time, Exempt

Position Overview:

We are seeking an enthusiastic and committed LGBTQ+ Health and Wellness Program Specialist to join our dynamic team. In this role, you will provide direct services to our community, spearhead training and technical assistance initiatives, coordinate vibrant community events, and lead program evaluation efforts. You will be at the forefront of planning and executing key initiatives such as **Black & Latin@ Gay Pride**, the **LGBT Student Roundtable**, and the **biennial UTD LGBT POC Health Conference**, as well as conducting a comprehensive community-wide pulse check survey.

Key Responsibilities:

- **Deliver Direct Services:** Provide advocacy, counseling, and group facilitation to support the health and well-being of LGBTQ+ individuals.
- **Lead Youth and Drop-In Center Activities:** Serve as the lead staff member for LGBTQ+ youth programs and activities at our drop-in center, creating a safe and affirming space for all.
- **Support Major IOOV Events:** Collaborate with the Program Director and Special Events Coordinator to plan and execute major events. This includes coordinating planning committee meetings, researching venues, and recruiting participants, volunteers, and speakers.
- **Outreach and Engagement:** Conduct face-to-face and online outreach in underserved areas to promote program enrollment and expand our reach within the community.
- **Develop Evaluation Tools:** Assist in creating program evaluation tools, community surveys, and needs assessments to ensure our services are effective and responsive.
- **Lead Data Collection Efforts:** Oversee the distribution and collection of evaluation tools, community surveys, and needs assessments, ensuring all activities are accurately entered into appropriate databases, including a monthly AIRS extract.
- **Reporting and Compliance:** Submit all required documentation and reports in compliance with project guidelines and provide detailed monthly reports on program activities.
- **Maintain Confidentiality:** Uphold confidentiality in all aspects of programming as required by law and IOOV policy, ensuring the privacy and safety of all clients.

Qualifications:

- **Commitment to IOOV's Mission:** A demonstrated commitment to the mission of In Our Own Voices and to promoting the health and well-being of LGBTQ+ communities of color.
- **Educational Background:** A Bachelor's degree is preferred and highly recommended, but equivalent experience will also be considered.
- **Relevant Experience:** Minimum of **two years** of experience in human services, including outreach, education, or case management.
- **Flexibility:** Ability to work flexible hours, including evenings and weekends, to meet the needs of our community.
- **Transportation:** Must have a valid, unrestricted driver's license and reliable transportation for travel as needed.

Why Join Us?

- **Make a Real Impact:** Be part of a mission-driven organization that is dedicated to enhancing the health and well-being of LGBTQ+ communities. Your work will directly support and empower marginalized individuals.
- **Dynamic and Inclusive Environment:** Enjoy a supportive, inclusive, and vibrant work environment that values diversity, innovation, and creativity.
- **Growth Opportunities:** Take advantage of opportunities for professional development and growth in a role that offers meaningful and challenging work.
- **Be Part of a Passionate Team:** Join a dedicated team of advocates, service providers, and community builders who are committed to making a difference every day.

How to Apply:

Ready to make a difference? Send your resume and a cover letter outlining your experience and passion for advocacy and community work to us.

In Our Own Voices, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristics protected by federal, state, or local laws.

Empower communities. Advocate for change. Apply today!