



# IN OUR OWN VOICES, INC.

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245 Lark Street, Albany, New York 12210

**Job Title:** LGBTQ+ Needs Assessment Project Coordinator

**Reports To:** Director of LGBT Health and Human Services

**Salary Range:** \$51,500-\$56,500 per year

**Job Type:** Full-time, Exempt

In Our Own Voices, Inc. (IOOV) seeks a full-time Project Coordinator to support IOOV's collaboration in a New York Statewide community research project to assess the health and human service needs of the LGBTQ+ community. The results of this project will be used to provide guidance for future state-funded resource allocations and new policy development. This project is a collaboration between IOOV, the City University of New York (CUNY), and TRX Development Solutions (TRX). This role can be done remotely, but must be located within New York State (NYS), with some statewide travel required.

This is an excellent opportunity for an entry-level organizer and/or advocate to build a network with health and human services staff and community advocates in over 60 agencies that serve and support diverse LGBTQ+ communities across the state. The NYS LGBTQ+ Needs Assessment is the only assessment in the U.S. based on multiple methods and long-term engagement with local communities, and this work is highly consequential. The project spans five years, through 2029, and the Project Coordinator will contribute to a variety of deliverables with opportunities for engagement in public relations, research, health promotion, advocacy or policy.

## **Position Description:**

The primary responsibilities of the Project Coordinator will be to support the NYS LGBTQ+ Needs Assessment's Project Manager in implementing community outreach, data collection and management (qualitative and quantitative), and supporting the administration of community meetings, focus groups, interviews, survey canvassing, and other events. Specific duties fall into three categories, including:

### **Community Engagement**

- Conducting remote and on-site culturally-competent outreach to engage Black, Brown, and other racial and ethnic minority LGBTQ+ communities in participating in the statewide community needs assessment.
- Supporting the administration of community participation for organizational liaisons, community partners, the project steering committee, and other organs of community support.
- Building databases of community liaisons and contacts.
- Building a calendar for needs assessment staff and consultants that may include meetings,

individual interviews, focus groups, survey distribution, and other public-facing elements of the needs assessment.

- Working closely with The Network for New York State LGBTQ+ Health and Human Services.
- Traveling to LGBTQ+ venues, events, and organizations around New York State, e.g. Pride events, other community events, or focus group and data collection opportunities.
- Engaging in physical activities such as outdoor canvassing, walking, standing, bending, and occasionally lifting up to 15 pounds.

### **Data Collection, Analysis, and Reporting**

- Supporting and participating with other staff and collaborators to collect data in interviews, focus groups, and surveys.
- Supporting the build-out of surveys, focus group guides, and other data collection instruments in Qualtrics and other platforms.
- Testing and implementing surveys with specific populations.
- Conducting or supporting interviews and focus groups with specific populations.
- Coordinating data collection, data entry, and data management for the needs assessment.
- Minimizing, mitigating, and troubleshooting data quality by resolving errors at their source with needs assessment staff at IOOV, TRX, and CUNY.
- Creating appropriate data visualizations for reports, slide decks, peer-reviewed manuscripts, white papers, and other documents.
- Contributing to the outlining, editing, writing, and revision of the Annual NYS LGBTQ+ Health Agenda and other reporting form the project.

### **Administrative and Other Activities**

- Assisting team members in documenting project activities through meeting minutes and other monitoring processes.
- Supervising peers and other community liaisons in data collection activities, including Pride events and other activities.
- Attending conferences in support of presentations, as assigned.

### **Qualifications**

- Minimum of one year of experience working with LGBTQ+ communities.
- Minimum of one year of human services experience, including outreach, education, or case management.
- Comfortable providing outreach in public venues and events (e.g., Pride events, bars, local colleges, beauty salons, barbershops).
- Knowledge of and sensitivity to the target populations.
- Ability to work a flexible schedule, including evenings and weekends.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to manage multiple tasks and priorities with excellent organizational skills and attention to detail.
- Must have a valid, unrestricted driver's license and independent means of transportation.
- Associate's degree preferred, Bachelor degree a plus.

Special Skills and Knowledge

- Ideal candidates for this position will demonstrate a strong understanding of cultural competency and the unique needs of LGBTQ+ individuals, particularly within communities of color.
- Strong networking and relationship-building skills to collaborate with community partners.
- Excellent organizational skills to manage outreach activities and maintain accurate records.
- Flexibility and adaptability to work in various public settings and during non-traditional hours.
- Bilingual skills (Spanish, Haitian Creole) are highly desirable and preferred.
- Applicants who are bilingual and multicultural, identifying with LGBTQ+ communities, are strongly encouraged to apply.

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