



Outreach Coordinator

Joy as Resistance

Application posted: May 15, 2024

Application closes: May 28th, 2024

Role Summary:

Joy As Resistance is a startup nonprofit experiencing a high level of growth and expansion. To help harness the growth and ensure integrity to the mission, Joy as Resistance seeks an experienced and passionate part-time outreach coordinator to join our team. This position will work closely with the Programs team and alongside the communications and events staff member on the Administrative team.

Role Summary:

The **Outreach Coordinator** is a part-time role that will organize outreach efforts and develop relationships with schools and youth-serving nonprofits in the Denver Metro area to promote Joy as Resistance program services. This role is responsible for developing and executing an outreach plan aligned with programs' goals, including creating quarterly revenue-aligned strategies for recruiting community members and enrolling them in our services.

The **Outreach Coordinator** will be tasked with attending in-person outreach events, organizing tabling activities, and participating in community engagement events to build relationships. Additionally, they will be involved in data management and evaluation, utilizing Customer Relationship Management (CRM) systems to track outreach efforts and quantify program impact. In collaboration with program managers, their outreach focus will change depending on fluctuating needs of each program as the organization grows and the calendar year progresses.

About Joy as Resistance:

Joy as Resistance is a nonprofit organization dedicated to promoting hope and joy for LGBTQIA2+ youth ages 10-24 in Colorado. We offer mental health counseling services for youth and their families, mentorship through our program, "Big Queer, Little Queer," and a variety of professional development services for youth-serving spaces and schools through our partnership program, Joyful Spaces. We envision a world where all queer young people feel essential, celebrated, and empowered to live their authentic lives. Our values are joy, authenticity, community, and liberation.

Just as we seek to support radically inclusive, equitable, and responsive communities for queer youth, we seek to do the same within our organization. It is important to us to align how Joy as Resistance operates internally with the world we hope to see externally. We do not seek to operate like a conventional organization. Put simply, we reject operational models based on competition, choosing instead to reimagine organizational structures and practices that center equity and operate in ways that put our values into practice. As such, we are actively experimenting with different ways to conceptualize and visualize our organizational structure as we work to practice self-management and shared leadership. Find more resources on our shared leadership model and journey [here](#).

Job Responsibilities:

- Outreach & Community Engagement

- Research schools and youth-serving nonprofits in the Denver metro area that are a good fit for Joy as Resistance services
 - Connect with schools & youth-serving nonprofits through email, calls, and in-person meetings/presentations/events that align with and support outreach strategy goals
 - Attend and organize tabling outreach events
 - Participate in community engagement events to network and build relationships that expand Joy as Resistance's visibility, influence, and reach
 - Support with the implementation of all programs communications
 - Coordinate with Joyful Spaces Program Manager to schedule and prepare for introductory meetings with potential clients
 - Coordinate with BQLQ Program Manager and BQLQ Program Coordinator to respond to email inquiries and interest calls
 - Coordinate with Clinical team to support outreach and networking efforts to generate clinical referrals or partnerships
- Data & Evaluation
 - Enter and organize all outreach touchpoints via CRM
 - Manage outreach pipeline and follow up process
 - Analyze CRM data to understand effective of outreach activities and iterate on outreach activities based on data and best practices

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with collaboration and consent from the Programs team and the Executive Director.

Required Qualifications:

- 2+ years of experience creating and implementing outreach, engagement, or sales plans
- 2+ years of experience working with youth
- 1+ years of administrative experience within nonprofits
- Passion for working with youth and families and enthusiasm for connecting community members with Joy as Resistance services
- Proficiency with Excel and Google Drive and ability to learn and implement CRM databases
- Experience with data collection and entry
- Desire to collaborate within a startup environment
- Demonstrated commitment to anti-oppressive practices, transparency, accountability, and transformative justice
- Professional or lived experience with the LGBTQIA2S+ community

Preferred Qualifications:

- 2+ years of experience working within Denver metro public and charter schools
- Operations experience (managing teams and workflows, policy creation and implementation, data and evaluation, etc)
- Client consultation experience
- Professional experience in mental health, education, and/or youth service.

- Experience with program design and/or organizational policy development
- Bilingual a plus

Salary and Benefits:

- The Joy team created our Equitable Salary Matrix over the course of 2022, a model that allows us to center equity, lived experience, skill sets, and the functions of each individual position. Every part-time staff member has a base salary of \$29,925, with 12 additional “Areas of Value” employees score themselves on for additional compensation. Our Equitable Salary Matrix is available to view [here](#).
- \$250/per year stipend for professional development and continuing education
- Average 15-25 hours weekly
- 6 weeks of office closures following the Denver Public Schools calendar and 7 holidays

Work Environment:

Joy As Resistance is currently moving into a new office space located in northeast Denver. Employees will be expected to be in-person in the office and in our community for a majority of their hours. Remaining work hours can be completed remotely; remote working hours can be negotiated based on program needs. Travel throughout Metro Denver for outreach, events, and facilitation is required for this job, therefore reliable transportation is needed. Employees will be given a work laptop to use in the course of their role. Flexible and negotiable work schedule with a mix of 9 - 5 work hour meetings and weekend and evening events.

Physical Demands:

- Weekly communication via email, phone, Slack, and/or video call
- Consistent transportation and attendance to in-person community engagement events and meetings
- Frequent extended hours in front of a computer screen with or without accommodations
- Regular group, 1:1, and public speaking interactions
- Occasional activities occurring outdoors

Equal Opportunity Employer Statement:

Joy as Resistance values lived experience and strongly encourages BIPOC, LGBTQIA2+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, women, and veterans to apply. Joy as Resistance is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

How to Apply:

Submit the following to [hiring@joyasresistance.org](mailto: hiring@joyasresistance.org). Please make the subject of your email “Outreach Coordinator.”

- Resume
- 1-page cover letter that addresses the following:
 - What attracts you to this position?
 - Please describe how your professional experience is relevant to this position, sharing previous successes and challenges.
 - What does the phrase “Joy as Resistance” mean to you?

- How have you been involved with the LGBTQIA2+ community, either personally or professionally?

Position Snapshot:

POSITION TITLE	Outreach Coordinator
FULL-TIME/PART-TIME	Part-Time (15-25 hour work week)
NUMBER OF OPENINGS	1
EXEMPT/NON-EXEMPT	Non-exempt
ACCOUNTABLE TO	Joyful Spaces, BQLQ, & Clinical Program Managers
COMPENSATION	See Equitable Salary Matrix (\$31.46/hr- \$44.23/hr)