Job Title: **Outreach Coordinator**
Department/Program: Resource Center for Sexual & Gender Diversity
Number of Openings: 1
Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 6:00PM. Up to 15 hours/week.
Wage/Salary: 
Employment Start Date: September 16, 2019
Application Deadline: May 6, 2019, at 9:00am

About Resource Center for Sexual & Gender Diversity (RCSGD)
The Resource Center for Sexual & Gender Diversity (RCSGD) works with students, staff, and faculty to ensure that LGBTQIA identities, experiences, and concerns are represented and addressed at UCSB. The Center aims to create a vibrant and engaging environment through social and educational programming, volunteer and leadership opportunities, and a comfortable and welcoming social and study space. Our professional and student staff members provide support and advocacy on campus. The RCSGD hopes that all LGBTQIA students can thrive at UCSB, feeling safe, affirmed, and valued on campus.

For more information, please visit [http://rcsgd.sa.ucsb.edu/](http://rcsgd.sa.ucsb.edu/)

Job Description:

Work closely with the Program Coordinator to act as a liaison between the RCSGD and campus organizations, departments, and committees, and work with student organizations to create and foster collaborations and advocate for LGBTQ+ identities on campus.

Job Duties:

- Attend student organization meetings to build relationships with LGBTQ+ students, serve as a liaison between these groups and the center, and to expand the center’s reach beyond the Student Resource Building.
- Work closely with the Program Coordinator and Marketing Coordinator as they create quarterly calendars of center events to include major events put on by LGBTQ+ student organizations.
- Work with the Program Coordinator to develop programming and recruitment for the annual Emerging Leaders Institute.
- Work with Queer Commission’s Internal Coordinator to organize and facilitate the Queer Leadership Council and act as the center’s delegate.
- Assist student organizations in organizing conference delegations, specifically in securing funding and arranging logistics and transportation to conferences (ex.
QtPoCC, Trans Asterisk).
- Develop and sustain relationships with on campus entities, including CAPS Mental Health Peers, Associated Students, and the Residence Hall Association.
- Request a quarterly report from Queer Commission on the projects completed or outlined by its members.
- Arrange weekly tabling and office hours to increase the presence of the Center on the UCSB Campus and within the residence halls.

Qualifications:
- Be a current UCSB student in good standing
- Attend a mandatory student staff training on September 16-20, 2019
- Attend a mandatory weekly staff meeting
- Working knowledge and understanding of UCSB organizations
- Preferred experience in outreach and schedule coordination
- Excellent written and verbal communication skills

For more information or questions regarding this job opportunity, please contact:

Dwayne Mosbey
Program Coordinator of LGBT Resources
dwaynemosbey@ucsb.edu