

GLAD's Public Affairs and Education Department is hiring a full-time Community Engagement Coordinator. We would appreciate your help in publicizing this opening. Here is some information about this position and additional information is available on GLAD's website at <http://www.glad.org/about/employment>.

## **Community Engagement Coordinator**

The Community Engagement Coordinator, part of Gay & Lesbian Advocates & Defenders' (GLAD's) Department of Public Affairs and Education, plays a key role in developing GLAD's relationship with HIV organizations throughout New England and also facilitates collaboration with other LGBT and progressive organizations. The Coordinator also provides support for the AIDS Law Project (ALP), assists in the operation of the Legal InfoLine, provides help to Spanish-speaking callers and coordinates the translation into Spanish of selected publications. This full-time position does not require any legal experience, but does require fluency in both Spanish and English.

*Bicultural Spanish-speakers, people of color and people with disabilities are strongly encouraged to apply.*

### **Qualifications**

- Proficient written and oral skills in English and Spanish.
- Bachelor's degree or equivalent experience
- Strong public presentation skills
- Ability to work with linguistically and culturally diverse communities
- Demonstrated familiarity with HIV-related issues and the HIV community
- Demonstrated familiarity with LGBT communities
- Experience conducting outreach and/or organizing events
- Mature, professional demeanor and work style
- Strong interest in learning about and understanding legal issues
- Willingness to travel throughout New England and to work some evenings and weekends

### **Reports to:**

Legal InfoLine Manager

### **Compensation**

Salary: \$34,500-\$37,500; excellent benefits including full health, dental and long-term disability insurance; 401(k) with employer contribution; three weeks vacation; and supportive and friendly work environment dedicated to groundbreaking achievement for the LGBT and HIV+ communities

**To be considered, you *MUST* send a Cover Letter, Resume and Writing Sample to:**

Bruce Bell  
Gay & Lesbian Advocates & Defenders  
30 Winter Street, Suite 800  
Boston, MA 02108

OR

by email to: [bbell@glad.org](mailto:bbell@glad.org)

**Applications will be accepted until March 18, 2011 or until the position is filled.**

**For more information about the position go to: <http://www.glad.org/about/employment>.**



**Bruce Bell**  
Legal InfoLine Manager  
Gay & Lesbian Advocates & Defenders  
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Boston MA 02108  
(617) 426-1350  
[www.glad.org](http://www.glad.org)