



Job Posting

Job Title: Training and Outreach Specialist

FLSA status: Salaried/Exempt

Hours: Full Time

Starting Salary Range: \$44,000.00 - \$46,000.00 per year

Location: Indianapolis, North

Position Summary:

This role is for a dynamic and knowledgeable individual to join our team as a **Training and Outreach Specialist**. This role is designed for someone who is passionate about building relationships and fostering inclusivity while developing and delivering training programs that focus on LGBTQ+ matters, cultural competency, leadership, and community outreach. The ideal candidate will be responsible for creating and facilitating training sessions, engaging with clients and community members, organizing outreach activities, and collaborating with various teams to ensure impactful programming. A strong understanding of LGBTQ+ issues, DEIB (Diversity, Equity, Inclusion, and Belonging), and community-building efforts is essential.

Key Responsibilities:

Training Creation & Delivery:

- Develop and deliver engaging training sessions focused on LGBTQ+ inclusivity, unconscious bias, cultural competency, inclusive leadership, and unique barriers found in the intersection of identities (i.e. queer People of Color), adapting content to suit diverse client needs.
- Create accessible training materials that accommodate various learning styles and abilities.
- Facilitate internal training for new hires, volunteers, and staff on IYG's standards of DEIB, cultural competency, and inclusive practices.
- Stay up to date with trends, laws, and best practices in LGBTQ+ matters, DEIB, accessibility, and learning methodologies.
- Collaborate with the Training and Outreach Manager to organize and host in-house trainings and events.

Consultations:

- Provide consultations to clients regarding LGBTQ+ inclusivity, advising on policies, statements, and materials to ensure they are welcoming and affirming.
- Assist clients in developing best practices for employing, serving, or working with LGBTQ+ individuals and communities.

Community Outreach & Engagement:

- Develop and execute outreach strategies to raise awareness about IYG and our programs, both within and outside the LGBTQ+ community.
- Build and maintain strong relationships with community leaders, stakeholders, and organizations to support IYG's mission.
- Organize and attend community events, presentations, and workshops to promote IYG's services and resources.
- Lead outreach efforts during Pride season (May-September) and LGBTQ+ History Month (October), organizing events and information sessions.
- Collaborate with marketing teams to create outreach materials and promote events.
- Assist in tracking and maintaining swag and promotional material inventory, coordinating with marketing as necessary to meet the needs of the department and organization.

Training Review & Improvement:

- Regularly evaluate the effectiveness of training programs through feedback, metrics, and assessments.
- Ensure that all training sessions are aligned with IYG's goals and adjust content as necessary for improvement.
- Track and document all trainings, consultations, and outreach activities for record-keeping, invoicing, and reporting purposes.

Clerical, Communication, and Collaborative Duties:

- Support in the preparation and execution of contracts with clients, working with the Training and Outreach Manager and General Counsel.
- Maintain timely and effective communication with clients, ensuring their needs are met.
- Collaborate with the Marketing team to promote IYG's programs and identify new community outreach opportunities.
- Support other teams with events and activities, including tabling, special events, and fundraising efforts.

Reports to: Training and Outreach Manager

Qualifications:

Required:

- Bachelor's Degree in Education, Human Resources, Psychology, Social Work, Public Health, or related field, or equivalent work experience (2 years of experience for every 1 academic year).
- Minimum two years of experience in designing and delivering training programs.
- Minimum two years of experience in community outreach, public relations, or client-facing roles.
- Willing to work weekends and nights when necessary.
- Must have solid proficiency and comfort in public speaking.
- Proficiency in Microsoft Office Suite and basic knowledge of Canva design software.
- Strong public speaking, communication, and interpersonal skills.
- Ability to manage multiple projects simultaneously and work independently.
- A strong understanding of LGBTQ+ issues, DEIB (Diversity, Equity, Inclusion, and Belonging), and community-building efforts is essential.
- Knowledge of accessibility standards and best practices.
- Must pass background checks.
- A valid driver's license or access to other reliable transportation for community travel is essential.

Preferred:

- Fluency in Spanish or other spoken and written languages; American Sign Language is strongly preferred.
- Certification in DEIB training, instructional design, or related fields.
- Experience in event planning and outreach coordination.
- Knowledge of community resources and issues affecting the LGBTQ+ community in the Indianapolis Metro area and across the state.

We encourage people of color, transgender, and non-binary individuals to apply. IYG is an equal opportunity employer and welcomes all, including non-LGBTQ+ people, to join our team. We are committed to creating a diverse, inclusive, and authentic work environment