



## OutReach

LGBT Community Center  
2701 International  
Lane  
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Madison, WI 53704

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Diverse & Resilient



**OutReach is an Equal Opportunity/Affirmative Action Employer. LGBTQ people, people of color, women, seniors, and individuals with a disability are encouraged to apply.**

*This position is perfect for retirees looking to work a few hours a week. Please feel free to share, print, and distribute widely!*

**Position:** LGBT Senior Advocate

**Company:** OutReach LGBT Community Center

**Supervised by:** OutReach Program Director

**Location:** Madison and Dane County, WI

**Start date:** Immediate upon hire

**Employment term:** Regular

**Type:** 20 hours/ week, half-time

**Hours:** Mostly week day hours, must be available for some weekend hours. OutReach's main office hours are Monday – Friday Noon-7pm.

**Salary:** \$15.30/hour

**Benefits:** Holiday and vacation pay, 50% health insurance covered, travel reimbursements, other elective benefits available.

**Required education:** Degree in Human Services field or equivalent experience

**Position Overview:** The LGBT Senior Advocate position is funded through grants from the City of Madison and Dane County. The position works within the senior-service field and is responsible for:

- Creating and conducting trainings and presentations to senior service providers in LGBT-affirming practices
- Meeting and collaborating with other senior service providers on LGBT-affirming practices
- Reaching out to and advocating for LGBT seniors in the Madison and Dane County area to refer them to appropriate and necessary services in the area
- Focusing on cooperating with and referring to City of Madison and Dane County senior coalitions
- Regularly meeting with directors and program staff to develop referral for services for LGBT seniors
- Represent OutReach and advocate for LGBT seniors on relevant committees and meetings pertaining to the broader senior community
- Keeping up to date on relevant legal and legislative changes pertaining to LGBT seniors
- Attending any trainings, with Program Director approval, that pertain to position
- Grant reporting and program statistic/demographic tracking

### Experience:

- Experience, knowledge, and demonstrated understanding and commitment of and to the LGBTQ community, especially LGBTQ seniors
- Experience and knowledge of senior service and non-profit providers in Dane County and Madison
- Commitment to diversity and inclusion in programming, with an anti-racism and anti-white supremacy lens
- Strong independent work ethic, both orally and in writing
- Ability to stay organized while multi-tasking work load in 20-hours a week
- Superior ethics and boundaries when engaging with clients, the community, and OutReach staff and volunteers
- Possession of valid driver's license and ability to use own vehicle for travelling for work
- Some experience in training/presenting to large groups of people
- Demonstrated knowledge and experience in Microsoft programs, usage of email programs, and basic technology skills to use for reporting program statistics

### Other:

- Bilingual, bicultural, and/or fluency in ASL a plus.

### Responsibilities:

- 70% - Training, meeting, and connecting with the community on issues pertaining to the senior LGBTQ community
- 20% - Meet with individual clients connecting them to services, attending LGBT Senior Alliance Steering Committee meetings, program grant reporting

- 7% - Attend Outreach events, staff meetings, and LGBT Senior Alliance events and meetings, meet with Program Director for program updates
- 3% - General office maintenance

**Responsibilities (Continued):**

- This position must comply with City of Madison and Dane County funding requirements which will be discussed during interview
- Collaborate and work will with OutReach staff and the community-at-large

**Please send resume no later than February 12th to Steve Starkey, Executive Director, at [steves@lgbtoutreach.org](mailto:steves@lgbtoutreach.org) or mail to c/o Steve Starkey, 2701 International Lane, Suite 101, Madison, WI, 53704.**

*Please no phone calls or emails about this position.*