



# Education Coordinator

**Rainbow Center**  
2215 Pacific Ave., Tacoma, WA

## **GENERAL DESCRIPTION:**

The **Rainbow Center (RC)** was established in 1997 with the goal of providing a safe resource referral and gathering space for the gay, lesbian, bisexual, transgender, queer, questioning and allied community. That mission is just as pertinent now as it was then. In the community we provide education resources, act as advocates and work to celebrate our unique histories.

As a community center, the RC provides outreach and education on LGBTQ cultural competency, advocacy services for victims of crimes, and volunteer opportunities. We also provide meeting space for more than 11 community partners and host the annual Tacoma Pride Festival.

Over 100 people from all different backgrounds make use of the RC on a weekly basis, with visitors predominantly from Pierce, King, Kitsap, and Thurston counties. Please look online for more information [www.rainbowcntr.org](http://www.rainbowcntr.org)

The Rainbow Center is a proudly queer, anti-racist, affirmative action employer. Our commitment is to provide and sustain an inclusive and diverse work environment that reflects the community we serve. All employment decisions at the Rainbow Center are based on community needs, job requirements, and individual qualifications. People of color and members of the LGBTQ community are strongly encouraged to apply.

## **SCOPE OF WORK:**

The Education Coordinator, is responsible for carrying out the following education program activities:

- Developing and presenting culturally competent and intersectional educational activities, curricula, and training programs for the larger community around issues related to LGBTQ individuals.
- Integrating diverse teaching styles and recognition of different cognitive approaches to education.
- Researching and identifying educational needs regarding LGBTQ issues in the community.
- Developing and implementing evaluation and tracking tools that can be utilized to record and measure the effectiveness of educational activities and aide in the implementation of new educational opportunities.
- In collaboration with the Executive Director, maintaining and administering education budget.
- Traveling around Pierce County and South Sound area 25% of time.

The Education Coordinator is additionally responsible for the following activities directed related to the general operation of the RC:

- As part of the RC staff team, model and maintain a safe and respectful environment during center drop-in hours and ensure that RC visitors and volunteers are welcomed and cared for and follow established rules and boundaries.
- Respond to inquiries, phone calls, and e-mail in a timely and responsive manner.
- Participate in various outreach activities and meetings, including weekly staff meetings.
- Provide staff support and attend Tacoma Pride Festival and the Black & White Gayla.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Two or more years of demonstrated educational/pedagogical experience or a degree in related area (Education, Gender Studies, Queer Studies, etc.).



- Outgoing personality with high level of comfort with public speaking, engaging in social situations, working in collaboration with others, and empowering community leaders.
- Experience, ability, desire, and commitment to work and identify with LGBTQ community of varying socioeconomic classes, identities, and racial/ethnic backgrounds.
- Understanding of the LGBTQ community needs in Pierce County and surrounding areas.
- Understanding of and commitment to working with older LGBTQ, transgender people of color, intersectional communities, and LGBTQ veterans.
- Working knowledge and experience with the transgender community
- Excellent written and verbal communication skills.
- Ability to work independently and with limited supervision.
- Ability to work as a team member.
- Proficiency in Microsoft Office and Google Drive (including Gmail, google docs, etc.).
- Current Driver's License, insurance and regular access to a reliable vehicle.
- Ability to pass Washington State Patrol background check.

**HOURS OF WORK:**

This is a non-exempt, part-time (approximately 25 hours per week) position, including some evening and weekend hours. Attendance at evening events and programs, supervision for walk in hours, and outreach work are key components of this position.

**SALARY & BENEFITS:**

\$17 - \$19 hourly depending on experience. Eleven paid holidays, paid vacation & sick leave.

**POSITION REPORTS TO:**

Rainbow Center Executive Director

**SEND COVER LETTER AND RESUME TO:**

Jennafer Price Cargill  
Finance and Operations Manager  
Rainbow Center  
2215 Pacific Ave.  
Tacoma, WA 98402

Or email to: [employment@rainbowcntr.org](mailto:employment@rainbowcntr.org). Write 'Education Coordinator position' in the subject line. Attach Cover Letter and Resume.

Applications will be reviewed as they are submitted and only applicants with the required qualifications will be contacted for follow up. Position will remain open until filled. LGBTQ people, people of color, people with disabilities, people with alternative immigration status, women, and other underrepresented communities are especially encouraged to apply.

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*Candidates for employment at Rainbow Center (RC) should be aware that this is a unique work environment in which topics of sexuality, sexual orientation, and gender identity are an integral part of our day to day community interactions. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at RC.*