



**OUT MetroWest Job Posting**  
**Program Assistant**  
**Part-time (15-20 hours), Temporary (through June 30, 2023)**  
**Job Posting**

**Mission:** OUT MetroWest builds communities where LGBTQ+ youth thrive.

**Organizational Values:**

- Affirming LGBTQ+ identities through positive role modeling.
- Challenging ableism, classism, misogyny, racism, and other systems of oppression.
- Creating supportive spaces where LGBTQ+ youth can be themselves.
- Respecting, embracing, and celebrating diversity.
- Treating people with care and compassion.

**Position Description**

The part-time Program Assistant (PA) works with the Program and Education Manager (PEM) to manage the day-to-day planning and implementation of our social and educational youth programs. The PA also participates in outreach activities that promote OUT MetroWest's programs to LGBTQ+ youth from diverse backgrounds and locations across the MetroWest region. Reporting to the Program and Education Manager, this person oversees the planning and implementation of programs and partnership efforts that best serve the organization's mission. **This position is 15-20 hours/week, with a commitment through June 30, 2023 (at which point we anticipate hiring a full-time program staff position, for which the PA can apply).**

The Program Assistant ensures that our youth programs reflect the values to which we are committed as an organization. This includes (but is not limited to) meaningfully integrating different perspectives and experiences into program content, examining our programs for the influence of bias and making shifts to be more inclusive, and collaborating with partners in the community who help OUT MetroWest to embody these values. Additionally, this person implements the mission of OUT MetroWest by participating in outreach activities (within the defined PA geographic scope) with organizations and at events that align with our organizational values and help to achieve our goal of serving youth from a truly diverse range of backgrounds and experiences (including, but not limited to, racial identity, gender identity, ability, economic status, housing status, etc.).

The Program Assistant works out of our headquarters in Framingham and at home, with occasional work at additional outreach and/or satellite program sites throughout the MetroWest region. Essential functions of this position include a combination each day of working at a computer, communicating via phone or email, attending meetings and programs (both virtually and in-person), and coordinating the set-up for youth programs and outreach events.

To learn more about the history of OUT MetroWest, visit here: [Mission, Values, and History – OUT MetroWest](#)

To learn more about our commitment to racial justice, visit here: [Commitment to Racial Justice – OUT MetroWest](#)

To learn more about the team you'd be joining visit here: [Our Team - OUT MetroWest](#)

**Primary Responsibilities:**

- Work with the PEM to oversee the planning of OUT MetroWest's social and educational youth programs.
- Regularly attend OUT MetroWest's youth programs to provide leadership, facilitation, and/or program support. Average might be one weeknight per week and two weekend events per month, though that can vary throughout the year.
- Coordinate quarterly planning meetings for Adult Advisors and Peer Leaders.
- Process monthly invoicing for Peer Leaders and complete required regular financial reporting to BAGLY (funder of Peer Leader program). Ensure that Adult Advisors complete their timesheets and any other

employment-related paperwork.

- Build strategic and meaningful relationships with organizations and individuals in the MetroWest community who can help us better fulfill our mission and are in alignment with our organizational values and goals.
- Manage crisis situations that occur during programs where the PA is the staff representative, and conduct appropriate follow-up.
- Work to advance OUT MetroWest's diversity, equity, and inclusion goals and initiatives.
- Communicate with parents/caregivers about programs, as required.
- Ensure youth program attendance is taken at programs where PA is the staff member on-site.
- Work with other OUT MetroWest staff to develop an outreach plan to raise awareness of OUT MetroWest among youth and families
- In coordination with the Development and Communications Manager:
  - Represent the organization/programs at community events
  - Process First Time Meeting Forms (completed by youth when they attend their first OUT MetroWest program)
  - Collect and track youth media releases
  - Maintain positive relationships with community partners and represent OUT MetroWest on community-based committees, panels, etc., as relevant
  - Support outreach efforts including mailings, flyering, and social media
- Manage the moving and transporting of supplies weighing up to 25 pounds to program and outreach sites.

**Compensation and Time Commitment:**

- \$27/hour for 15-20 hours a week. This position will go through June 30, 2023 (at which point we anticipate hiring a full-time program staff position, for which the PA can apply).

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**To Apply:**

Complete the application form at <https://tinyurl.com/workatoutmetrowest>. Note the application asks for the following:

- A personal statement--In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- For applicants to either 1) upload a resume or list of relevant experiences OR 2) provide a LinkedIn profile url

OUT MetroWest is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of white supremacy.

**Search Timeline (subject to change):**

- February 13th—Begin interview process
- February 27th (or sooner)—Offer extended

Please email Lily Pearl (she/her), Program and Education Manager, at [lily.pearl@outmetrowest.com](mailto:lily.pearl@outmetrowest.com) with any questions!

Must have satisfactory SORI and MA State CORI background checks.