



Position:	Outreach-Volunteer
Department:	Community Outreach and Operations
Program:	Volunteer Program
Reports to:	Community Resource & Volunteer Coordinator
Status:	Volunteer, Unpaid
Minimum requirement:	Varies by project
Weekly time commitment:	Varies by project
Salary:	Unpaid
Probation:	N/A

JOB SUMMARY:

The **Outreach-Volunteer** position provides opportunities for individuals to use their commitment of time and talents to engage, empower and advocate towards achieving a more equitable society and foster an ever-improving quality of life for the LGBTQ community through supporting community outreach activities hosted by The LGBTQ Center of Long Beach.

The Outreach-Volunteer position is responsible for helping to build our membership program through outreach materials, to utilizing their professional photography skills to document our events; and from helping to write articles for our e-mail newsletter, to creating new and innovative ways to include diverse voices in the development of programming. Community Outreach Volunteers are a diverse group in themselves: photographers, writers, public speakers, design artists, computer graphics professionals-the common thread uniting all is a commitment to diversity and inclusiveness.

Primary Duties and Responsibilities:

- 1.) Educate and link community members to The LGBTQ Center of Long Beach’s program and services through various and relevant communication channels and mediums;
- 2.) Disseminate outreach materials to promote and educate individuals about the LGBTQ Center of Long Beach’s mission, programs, and services;
- 3.) Maintain relationships with collaborative partners and cultivate new ones;
- 4.) Support the outreach and recruitment of new volunteers;
- 5.) Support data collection efforts to obtain information about the needs and issues impacting the LGBTQ community; and
- 6.) Additional duties and responsibilities which may vary depending on outreach objectives and outcomes.

Desired Qualifications, Experience and Skills:

- Commitment to the mission of The LGBTQ Center of Long Beach to engage, empower



and advocate towards achieving a more equitable society and foster an ever-improving quality of life for the LGBTQ community through volunteerism;

- Comfortable meeting new people and courteous in social situations and with the public;
- Strives for exemplary customer service;
- Excellent communication skills;
- Personal awareness and emotional maturity;
- Responsible, respectful and dependable;
- Outreach experience is a plus, but not required; and
- Demonstrate ability and willingness to work effectively with people of diverse races, ethnicities, ages, sexual orientation, socioeconomic backgrounds, and genders in a multicultural setting and learn about services available to the Long Beach community.

Normal volunteer hours occur Monday through Saturday. Evening and weekend shifts are available. Additional volunteer opportunities are available in the following:

- Front Desk
- Mentoring
- Special Events
- Special Projects

Volunteers are not compensated for travel should they choose to volunteer at a special event, off-site.

The **LGBTQ Center of Long Beach** is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.

Please email or fax volunteer application to:

Pilar Alatorre (Community Resource & Volunteer Coordinator)

Email: palatorre@centerlb.org | **Fax:** 562.433.6428

The LGBTQ Center of Long Beach

2017 E. 4th Street

Long Beach, CA 90814

Phone: 562-434-4455 | Fax: 562-433-6428