

Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

<b>Job Title</b>	Coordinator, Gender and Sexuality Resource Center (LGBTQ)
<b>Department</b>	All Jobs
<b>Institution</b>	Community College of Philadelphia Philadelphia, Pennsylvania
<b>Date Posted</b>	Jan. 13, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Multicultural Affairs/Diversity
<b>Apply Online Here</b>	<a href="https://www.click2apply.net/rJ214eu7GwdpWI1aquPYa7">https://www.click2apply.net/rJ214eu7GwdpWI1aquPYa7</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Posting Details

### Position Information

Position Title: Coordinator, Gender and Sexuality Resource Center (LGBTQ)

Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

Requisition Number: SCA00809

### **General Description**

Reporting to Manager, Gender and Sexuality Resource Center (GSRC), the Coordinator of the Gender and Sexuality Resource Center serves as a resource for all members of the College community, including those who identify as women, lesbian, gay, bisexual, asexual, transgender, queer, intersex, questioning, and allies. This position works collaboratively to support the mission of the College in the coordination of programming, outreach and education to assist students, staff, faculty, and community members who access the space and services of the GSRC. The Coordinator advises student organizations on matters relevant to the LGBTQ community, and supervises the operations and student workers of the GSRC.

### **College Intro**

*Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.*

*Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.*

### **Specific Responsibilities**

Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

- Serve as the primary administrator responsible for the management and oversight of the Gender and Sexuality Resource Center's programming and educational initiatives.
- Create and/or collaborate on the development and facilitation of workshops, trainings and dialogues for departments and organizations across campus with a focus on LGBTQ and social justice topics.
- Establish program policies, procedures and objectives for the GSRC based on best practices in alignment with College policies and procedures.
- Responsible for the advisement and management of advisory committees (Queer Student Union and History/Pride Month Committees) and student organizations affiliated with the LGBTQ students.
- In collaboration with other College departments, develop and implement College-wide awareness programs to educate the campus community about LGBTQ identities, gender and sexuality based violence and student leadership opportunities on campus and throughout the city.
- Collaborate with various Student Life departments, campus services, faculty and administrative units to develop innovative initiatives that further develop partnerships with community advocacy agencies.
- Develop and implement systematic ways to assess, improve and renew activities, benchmarking them against best practices and compiling data necessary for informed decision making.
- Assist in the day-to-day operations of the GSRC and student workers to ensure proper execution of programming and educational initiatives.
- Collaborate with other College departments in the utilization of social media platforms to promote and connect students to services provided by GSRC.
- Assist in the production of publications (including annual report and outcomes assessment report) as needed to promote programs and services for the LGBTQ Student Center.
- In collaboration with the College's Marketing department and Student Life Marketing and Engagement areas, develop marketing and publicity strategies for the Center including web site content and other forms of communication.
- Serve on various college-wide committees, as directed.
- Assist in the development, facilitation and implementation of educational initiatives for students from all social identities on issues of sexual orientation, gender expression and gender diversity.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive

Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds.

- Perform assigned duties in a manner consistent with the mission, goals and core values of the College.
- Other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree with at least three (3) years of related full-time professional experience required.
- Knowledge of sexual orientation and gender identity and issues of concern related to lesbian, gay, bisexual, asexual, transgender, queer, intersex, questioning and straight people and the intersection with other identities required.
- Demonstrated ability and strong interpersonal skills to work in a multicultural, social justice-oriented office with individuals and groups with a wide array of backgrounds, identities, life experiences and communication styles required.
- Ability to manage many different projects simultaneously, with consistent accuracy, follow through, and timely completion of projects required.
- Excellent communication skills to express ideas clearly and concisely both verbally and in writing required.
- Ability to recognize and protect confidential information and exercise judgment, tact and diplomacy in handling sensitive information and situations required.
- Ability to take initiative, problem solve and work independently with good judgment about when to seek direction required.
- Ability to work as a contributing member in a team-oriented environment with an understanding of the larger unit and College and community contexts.
- Proficiency with Microsoft Office software required.
- Experience working with college students in a higher education setting preferred.
- Professional experience working with areas of sexuality and gender within multicultural setting; ability to use social justice models of education required.

### **Preferred Qualifications**

- Master's degree preferred.
- Educational background in college student personnel, higher education administration, social work, counseling, sexuality and gender studies, or other related field preferred.
- Strong group facilitation skills preferred.

Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

- Experience with creative educational program development, including program planning, implementation, and assessment preferred.
- Experience with online outreach and social media platforms (i.e. Orgsync, Facebook, Instagram) preferred.

Work Location: Main Campus, NERC, CATC, NWRC

### **Benefits Summary**

#### **Benefits:**

*“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

#### **Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

#### **Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 2



Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

Min Salary/Hourly Rate: \$47,389

Max Salary/Hourly Rate: \$55,000

Job Posting Open Date: 11/14/2024

Type of Position: Administrator

Employment Status: Full-Time

### Special Instructions to Applicants

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

### Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* How did you hear about Community College of Philadelphia?
  - CareerBuilder.com
  - Higheredjobs.com
  - LinkedIn
  - The Chronicle
  - Veterans Job Fair
  - Professional & Technology Diversity Career Fair
  - AL DIA - Diversity Career Fair
  - Community College of Philadelphia Website
  - Indeed.com

Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

- Other
- 2. \* If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

- 3. \* What is the highest level of education you have completed?
  - No Response
  - High School/GED
  - Associates Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate
  - Other
- 4. \* Do you have knowledge of sexual orientation and gender identity and issues of concern related to lesbian, gay, bisexual, asexual, transgender, queer, intersex, questioning and straight people and the intersection with other identities?
  - Yes
  - No
- 5. \* Do you have three (3) years of related full-time professional experience?
  - Yes
  - No

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. References

Coordinator, Gender and Sexuality Resource Center  
(LGBTQ)  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251480>

Downloaded On: Jan. 15, 2025 5:33am

Posted Jan. 13, 2025, set to expire May 8, 2025

Image not found or type unknown



PI259511338

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano [Aametrano@ccp.edu](mailto:Aametrano@ccp.edu)  
All Jobs  
Community College of Philadelphia

,