

ADVOCATE

Position Description:

The primary responsibility of the LGBTQ-Youth Advocate is to initiate, organize, plan, develop, and implement direct advocacy services to assigned clients and their families. All service plans will be based on a strength-based approach using the wrap around model.

Summary:

Our mission is to engage human service systems so that they understand the needs of the LGBTQ community; particularly those of teenagers. Our goal is to invest more in supporting families and community resources to better connect and serve this population. We currently work with child welfare, juvenile justice, behavioral health, disability, primary health care, and education systems to develop and offer community-based alternatives for the highest risk children, young people, young adults and families, and adults. Applicant must be dependable, committed, and able to serve as a positive role model for youth in the LGBTQ community, school and home settings.

Qualifications/Requirements:

- Bachelor’s Degree (Masters preferred). Computer knowledge is preferred.
- Pass Criminal and Child Abuse Clearances.
- Position requires access to reliable transportation, valid driver’s license, and car insurance limits of \$100,000/\$300,000 bodily injury liability.
- This position requires background checks to be completed annually

This position offers flexible hours, competitive weekly pay and activity reimbursement.

It’s important to use this exact same acronym in the cover letter/resume. They have included the “Q” for the queer community, so you should also include the Q in all of your documents.

Pay close attention to these 5 verbs. Use these verbs or synonyms in your resume and cover letter to directly relate your skills with the job description.

While these two methods may be foreign to you, take the initiative to introduce other methods that you may have experience with to demonstrate your flexibility/adaptability

This is a great opportunity to demonstrate your skills in working with teams, or recruiting, and/or presentation skills.

This is a wide variety of social services which involve multiple cohorts of people. Try to connect your experiences with as many of these as you can to indicate your specific skillset.

Again, highlight your related experiences to match the specific populations mentioned here.

These are all considered soft skills. It won’t be enough to show your completion of your degree with these skills. You will need to elaborate and prove you possess these soft skills.

Be sure to highlight your computer/software/programming skills in your resume. Just because something seems simple to you, it may not be to someone else. An example would be to list Microsoft Office (Word, Excel, PPT).

This most likely means that you will need to use your personal vehicle for business travel. Make sure to ask questions about this in your interview to see if you will be reimbursed for gas or other travel expenses.

JAMESON SMITH

123 South Street, Manhattan, KS 66503 · 785-555-0000 · jamesonsmith@example.com

SUMMARY OF QUALIFICATIONS

- 3+ years of LGBTQ-Youth and Family advocacy work
- In-depth experience collaborating with local and national social service organizations
- Graduate Certificate in Queer Studies
- Create and facilitate family programming
- Familiarity of conducting quantitative research and reporting results
- Bilingual: Spanish and English (written and spoken)

EDUCATION

PhD in Education	May 2014
Graduate Certificate in Queer Studies	
Kansas State University, Manhattan, KS	
Master of Science in Psychology	June 2010
Kansas College, Ellsworth, KS	

RELEVANT EXPERIENCE

Advocate	2014-Present
The Youth Center, Town Centre, KS	
<ul style="list-style-type: none">• Facilitated learning activities for 200-300 children, ages 14-17, on a weekly basis• Developed emergency communications plan to address crises or major organizations announcements• Arranged for local healthcare providers to conduct physicals and general check-ups for youth clients• Administered behavior health assessments to children and families to determine program eligibility• Collaborated with community partners to receive a federal grant worth \$50,000• Supervised team of 6 counselors to provide services to three, local school districts• Established first, PFLAG chapter at Marysville High School	
Counseling Intern	2012-2014
Counseling Services Center, Kansas State University, Manhattan, KS	
<ul style="list-style-type: none">• Co-Led weekly counseling group focused on anxiety, depression, and self-care• Delivered presentations to classes regarding services and policies of the Counseling Services Center• Connected with campus partners to appropriately serve students• Conducted Focus-2 career assessments with undecided students to identify potential majors and minors	

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RELEVANT COURSEWORK

- Mediating Gender and Sexuality
- Meaningful Learning in Supportive Environments
- Quantitative Reasoning and Analysis
- Transgender Studies/Transgender Issues
- Group Counseling Practices
- Gender and Communication

ADDITIONAL EXPERIENCE

Graduate Research Assistant

Department of Psychology, Kansas College, Ellsworth, KS

- Assisted research scientists to analyze quantitative and qualitative research regarding child development
- Prepared IRB research protocol in collaboration with team of 5 research interns
- Served as co-advisor for Out in Science, Technology, Engineering & Mathematics (O-STEM) student organization
- Presented research findings to Governor’s Health and Human Services Advisory Board

Paraprofessional

Career Center, Kansas College, Ellsworth, KS

- Served as front-of-house communications liaison to direct student inquiries to the appropriate advisors
- Input outreach data to campus student attendance at workshops and events
- Created marketing plans to target specific resources to certain student cohorts on campus

PROFESSIONAL AFFILIATIONS

- | | |
|---|--------------|
| State of Kansas Advocacy Coalition, Secretary | 2016-Present |
| Counselors for Social Justice, Advocate | 2014-2016 |
| American Counseling Association, Member | 2014-2016 |
| National School Counselor Association, Member | 2013-2014 |

HONORS AND AWARDS

- | | |
|--|------------------|
| Advocate of the Year, Kansas State University | 2016 |
| Counselor of Promise, Kansas State University | 2016 |
| Dean’s List, Kansas College | 2013, 2014, 2015 |
| Upward Bound Achievement Award, Kansas College | 2014 |

COVER LETTER

JAMESON SMITH

123 South Street, Manhattan, KS 66503 · 785-555-0000 · jamesonsmith@example.com

August 10, 2017

The Community Network
675 North 7th Street
New Boston, IL 64512

Dear Hiring Manager,

It is with great enthusiasm that I apply for the LGBTQ-Youth Advocate position with The Community Network. This is the ideal position for me as it aligns with my professional experiences as well as my passion for working with underrepresented populations. Along with my prior experiences working with youth and families, I also hold a B.S. in Psychology, a graduate certificate in Queer Studies, as well as a PhD in Education. Through my studies, I have gained a solid foundation in working collaboratively with local, community resources as well as an extensive knowledge of national LGBTQ organizations. I am very excited for the opportunity to work with LGBTQ-youth as an advocate and mentor.

In my current role with The Youth Center, I act as a liaison between families and the school district as well as providing support to both individual youth clients and families as a unit. I am well-versed in several group therapy techniques and child development theories. With my background in Queer Studies, I also helped establish a PFLAG organization in one of the high schools I support. This has helped many LGBTQ youth feel more comfortable and supported in their school and family environments. In addition, I have conducted qualitative research in collaboration with community agencies and referral networks. I draw on the knowledge gained from this research as well as the relationships with outside organizations in my practice and to help gain the trust of the families with whom I work. Establishing myself as a trusted resource is fundamental to my advocacy work. I would be honored to have the opportunity to further develop these qualities for The Community Network.

I am confident that my expertise in counseling youth, along with my academic background, has sufficiently prepared me to fulfill the requirements of the LGBTQ-Youth Advocate position. I look forward to speaking with you further regarding how I can be an asset to your reputable team. If you have any further questions please feel free to contact me by phone at: 785-555-0000, or by email at: jamesonsmith@example.com. I thank you for your time and consideration of my application.

Sincerely,

Jameson Smith
Advocate