

## **LGBTQ+ Staff Affinity Group Coordinator**

Newton Public Schools is looking for 2 staff members per level cohort (6 total) to serve as coordinators for “LGBTQ+ Affinity Group” for the district. Selected coordinators will work in partnership with their cohort partner and share the responsibility of organizing and hosting bi-monthly meetings as a team.

### **Grade Level Cohorts:**

- Elementary (2)
- Middle (2)
- High (2)

### **Responsibilities include:**

- Schedule and host a 60-90 min meeting every other month, beginning April 2025
- Promote to and invite all staff members of color within your level cohort
- Develop an agenda for each meeting
- Facilitate engagement activities
- Partner with Director of DEI to host 2 annual district-wide annual meetings (Fall & Spring)
- Although meeting agendas/topics should be specific and relevant to the needs of the members of your cohort, a few suggestions include:
  - Socializing/Community-Building
  - Support/Networking
  - Managing microaggressions
  - Guest speakers (topic-related)
  - Professional Development
  - Self-Care

### **Additional Responsibilities:**

- In collaboration with the Director of DEI, host impromptu safe spaces in response to district, state, or national incidents or if /when the need arises.
- Support/complement the work that may be already happening within school-based affinity groups.

### **Time Commitment:**

- We are seeking candidates who can commit for the remainder of 2024-25 school year (and potentially renew for 2025-26 school year).
- Monthly virtual planning meetings (45-60 min) with DEI Director and additional planning time with other coordinators for grade level events.
- Accessibility via email and text communication for planning purposes

**Stipend:** \$300

*If interested, please email Director of Diversity, Equity and Inclusion, Kathy Lopes ([lopesk@newton.k12.ma.us](mailto:lopesk@newton.k12.ma.us)). Include your name, role, school and brief statement of your interest in this position.*