

**Project Specialist (SC - LGBTQIA+)**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262242>

Downloaded On: Sep. 9, 2025 11:53pm

Posted Sep. 9, 2025, set to expire Jan. 28, 2026

**Job Title** Project Specialist (SC - LGBTQIA+)  
**Department** SC - College Equity, Inclusion, and Access  
**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 9, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/5073055/project-specialist-sc-lgbtqia>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

### SUMMARY DESCRIPTION

Under general supervision, the LGBTQIA+ Project Specialist provides administrative and programmatic support focused on LGBTQIA+ student success and inclusion. This position assists with the planning, coordination, and implementation of events, outreach efforts, and support services aligned with the goals of the LGBTQIA+ program. The incumbent will serve as a resource to students, faculty, and staff, offering information and assistance related to program activities, and may provide work direction to student workers, if assigned.

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### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Provide administrative support for the LGBTQIA+ program, including word processing, data entry, scheduling, and materials preparation.

Assist in the creation, editing, and distribution of flyers, newsletters, social media content, and other outreach materials promoting LGBTQIA+ events and services.

Serve as a point of contact for inquiries about the program; provide resources and referrals for students seeking LGBTQIA+ support services.

Support the planning and execution of LGBTQIA+-focused workshops, events, and educational campaigns, including Pride Month, Trans Awareness Week, and ally trainings.

Maintain and update digital and physical resource materials related to LGBTQIA+ advocacy, student success, and campus inclusion.

Participate in the collection and analysis of program data for reports and evaluations required by funding sources.

Assist with orientation and onboarding of new students involved in LGBTQIA+ programs.

Monitor and maintain accurate records of program participation, outreach efforts, and community engagement.

Perform other related duties as assigned to support LGBTQIA+ inclusion and retention goals.

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## **QUALIFICATIONS**

### **Knowledge of:**

Current issues, terminology, and best practices related to LGBTQIA+ inclusion in higher education.

Office procedures, methods, and equipment including computers and applicable software (e.g., word processing, spreadsheets, databases).

Basic principles of outreach, event planning, and student engagement.

Standards for handling sensitive information with discretion and professionalism.

Methods and standards used in processing college forms, records, and correspondence.

Techniques used in public relations, receptionist duties, and customer service.

Principles of equity, inclusion, and social justice relevant to the LGBTQIA+ community.

English usage, grammar, spelling, punctuation, and vocabulary.

### **Skills and Abilities to:**

Provide affirming, respectful support to students of diverse sexual orientations, gender identities, and expressions.

Plan and execute outreach events and engagement strategies aligned with LGBTQIA+ student needs.

Communicate effectively and empathetically in both oral and written form with students, staff, and the public.

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Perform a variety of administrative and clerical duties with a high degree of accuracy and attention to detail.

Operate modern office equipment and software applications including Canva, Microsoft Office, Google Suite, and database tools.

Maintain confidentiality and exercise discretion in handling sensitive student issues and data.

Work effectively with individuals from diverse backgrounds including racial, ethnic, socioeconomic, and disability groups, as well as LGBTQIA+ populations.

Organize work efficiently to meet changing priorities and deadlines.

Establish and maintain effective working relationships with campus stakeholders and community partners.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Work is primarily performed in a standard office setting and LGBTQIA+ resource or student equity center. The position requires frequent interaction with students, faculty, and staff in person and via phone or digital platforms. May require occasional evening or weekend hours for events and programming. Occasional travel to other campuses or community locations may be required. Primary functions require sufficient physical ability and mobility to work in an office setting: Sit or stand for prolonged periods. Occasionally stoop, bend, kneel, or reach. Lift, carry, push, and/or pull materials up to 25 pounds. Operate office equipment requiring repetitive hand movement and fine coordination. Use vision to read printed materials and a computer screen. Use hearing and speech to communicate clearly in person and on the telephone. Vision and Hearing: See in the normal visual range with or without correction. Hear in the normal audio range with or without

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correction.

## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental

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needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1<sup>st</sup> of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

**Example:** For the following reporting period: January 1<sup>st</sup> through January 31<sup>st</sup>, the NBU employee will be paid on February 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

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Employees must reside in California while employed with the SOCCCD.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.



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**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

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The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

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**Contact**

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