

# classifieds

#### **HELP WANTED**

**TREASEARCH & ANALYSIS PROGRAM MANAG-**ER Duties include building the Research & Analysis Program's infrastructure, establishing research priorities, supervising contracts with research firms; working with the program's National Advisory Board and researchers; integrating new research into GLAAD's established programs and activities. Advanced degree required, preferably in communications or sociology. Strong quantitative and qualitative research skills. Familiar with current issues regarding lgbt media representations, and cultural and media-specific trends and controversies. \$45-\$55K. For a complete job description, please see our web page at http://www.glaad.org/glaad/jobs/ index.html. SEND RESUME TO: Jason Heffner GLAAD 150 West 26th Street, Suite 503 New York, NY 10001 212-807-1806 fax heffner@glaad.org (11/99)

▼ MANAGER OF INFORMATION SYSTEMS Responsible for setting up and maintaining GLAAD's Macintosh-based digital infrastructure, including network management, computer system specification, installation & maintenance, security & back-up, and GLAADNet administration functions. Prepare procedural documents, quarterly reviews, technology budget forecasts, (including specifying purchases and upgrades), and other reports as requested. The position is based in Los Angeles, but the MIS Manager is responsible for all computers and networks in GLAAD's six offices nationwide. Minimum 5 yrs IS experience. \$40K For a complete job description, please see our web page at http://www.glaad.org/glaad/jobs /index.html. SEND RESUME TO Nick Adams GLAAD 8455 Beverly Blvd, #305 Los Angeles, CA 90048 Fax: 323-658-6776 (11/99)

▼ FINANCE MANAGER The Finance Manager is responsible for the coordination of the organization's financial records, and day to day financial matters. This position will advise the Director of Finance and Administration in related matters, and work closely with all department directors to ensure budgetary adherence, fiscal responsibility and success of organization. A/P, G/L recs, bank recs, prep financial stmts, cash flow, budgets, annual audit, fixed assets. Accounting Degree required. Minimum of four years experience. \$35-40K. For a complete job description, please see our web page at http://www.glaad.org/glaad/jobs/index.html. SEND RESUME TO Nick Adams GLAAD 8455 Beverly Blvd, #305 Los Angeles, CA 90048 Fax: 323-658-6776 (11/99)

V NEWS MEDIA DIRECTOR This senior level, New York City-based, position will cultivate and maintain relationships with journalists, be responsive to media inquiries, and work with the communications director to plan and execute an agenda of features, profiles, and in-depth reports. The director will serve as a spokesperson for the organization regarding breaking news, as well as on panels and forums. Professional journalistic experience within the news arena is required. Exceptional writing and public speaking skills. Excellent knowledge of current news programs, news outlets, journalists and publications; strong base of media contacts, keen awareness of LGBT, political and cultural issues. For a complete job description, please see our web http://www.glaad.org at /glaad/jobs/index.html. SEND RESUME TO Nick Adams GLAAD 8455 Beverly Blvd, #305 Los Angeles, CA 90048 Fax: 323-658-6776 (11/99)

▼ PUBLICATIONS MANAGER The Publications Manager is responsible for coordinating the development, production and evaluation of the agency's print and on-line-based publications. This position is located in Los Angeles, but involves collaborating with staff nation-wide. Strong writing, editing and grammar skills required, as well as strict adherence to timelines and deadlines. \$35K. For a complete job description, please see our web page at http://www.glaad.org/glaad/jobs /index.html. SEND RESUME TO Nick Adams GLAAD 8455 Beverly Blvd, #305 Los Angeles, CA 90048 Fax: 323-658-6776 (11/99)

▼ The National Stonewall Democratic Federation (NSDF) is seeking an individual who has political experience and expertise, the ability to be our spokesperson, experience in organizing and bringing people together, and the willingness to travel to our local affiliate clubs. The Executive Director must have extensive experience in fundraising, the ability to supervise staff and work well with an active

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...by Eric Orner



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By Eric Orner

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