

Alexander Nikola Gray

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About

Alexander Gray has more than a decade of experience in communications, operations, and advocacy in the fields of legal services, non-profits, and technology. Known for his meticulous attention to detail and strategic planning, he designs and refines processes that make organizations run smarter, faster, and more equitably.

In his current role at the University of Pittsburgh School of Law, he manages digital workflows and systems for in-house legal clinics, oversees pro-bono initiatives, develops professional education programs, and drives continuous improvement. Previously, as program manager for Pitt Law's Center for Civil Rights and Racial Justice, he organized public programs and community events, managed grant-funded outreach projects, and crafted communications that amplified the Center's mission—applying the same technology-forward approach to event logistics and program delivery.

Alexander is also a committed civic leader. As Advocacy Chair for the American Foundation for Suicide Prevention's Western PA Chapter, he revitalized the chapter's Advocacy Committee, grew fundraising for Out of the Darkness Walks, and collaborates with policymakers to pass mental health legislation. He brings similar dedication to the City of Pittsburgh's LGBTQIA+ Commission, where he crafts public statements and advises city departments on inclusive policies and data practices.

Earlier in his career, Alexander honed his technical expertise in both the public and private sectors: he supported elections administration for Allegheny County, taught product-training support to major media clients at Twitter, assessed news credibility as a contractor at Meta (Facebook), and led legal services teams handling Japanese-to-English translation and e-discovery for high-profile litigation on behalf of Fortune-global clients. His journey began in publishing and campus leadership at Macalester College, giving him a strong foundation in communication and intercultural engagement.

Alexander's track record demonstrates a consistent ability to improve processes, harness technology for social good, and lead cross-functional teams toward equitable outcomes. Outside work he is passionate about literature, poetry, print culture, film history, and community archives—interests that inform his inclusive worldview and fuel his commitment to preserving stories and voices from diverse backgrounds. He is always open to connecting with others who share an interest in digital innovation, public policy, and community wellbeing.

Experience

Advocacy Chair, Western PA Chapter, American Foundation for Suicide Prevention

Pittsburgh, Pennsylvania, United States · Hybrid | Apr 2025 – Present

Re-established and modernized the chapter's Advocacy Committee, transitioning volunteer engagement from synchronous meetings to asynchronous work via Slack, significantly improving participation, accessibility, and responsiveness.

Led fundraising efforts in support of AFSP's Out of the Darkness Walks, contributing directly to increased resources for suicide prevention programs and public awareness.

Engaged elected officials and public leaders, inviting their participation in local AFSP events to strengthen community connections and visibility of suicide prevention initiatives.

Advocated directly with policymakers, authoring targeted letters urging increased mental health funding aligned with AFSP's national policy priorities, including expansion of crisis response systems and mental health parity enforcement.

Represented the chapter in high-profile advocacy events, including AFSP's Advocacy Forum in Washington, D.C., and State Capitol Day in Harrisburg; met with elected officials to discuss urgent funding needs and policy support for mental health initiatives.

Designed and executed interactive advocacy activities at community events, such as postcard-writing campaigns, effectively mobilizing public support and amplifying grassroots voices around key AFSP policy priorities.

Authored and published the chapter's monthly "Advocacy Bulletin," a targeted newsletter that provides timely updates on suicide prevention policy developments, advocacy opportunities, and mental health issues directly impacting Western Pennsylvania communities.

Board Member, Community Advisory Board, INTERACT Center

Mar 2025 – Present

Collaborated with mentors and peers to develop innovative solutions to issues relevant to the criminal legal system, HIV/AIDS, and substance use.

Commissioner, City of Pittsburgh LGBTQIA Commission

Pittsburgh, Pennsylvania, United States | Sep 2024 – Present

Appointed as a volunteer commissioner advising the Mayor, City Council, and municipal agencies on policies impacting LGBTQIA communities.

Wrote public statements on urgent issues such as anti-trans legislation, hate crimes, and community tragedies.

Provided strategic counsel on inclusive hiring practices and data collection for city agencies.

Served as liaison for LGBTQIA constituents, connecting them with city services and resources.

Participated in commission meetings and outreach events to gather community feedback.

Reviewed local legislation and proposed amendments to ensure it reflects lived experience.

Collaborated with local coalitions, advocacy organizations, and appointed officials to promote equity for LGBTQIA Pittsburghers.

Outreach Coordinator & Administrative Assistant, University of Pittsburgh School of Law Legal Clinics

Pittsburgh, Pennsylvania, United States | Apr 2024 – Present

Directed outreach and visibility strategy for in-house clinics; created content and targeted outreach to diverse communities.

Established a Pro Bono Panel of alumni attorneys and secured continuing legal education incentives to encourage participation.

Built partnerships with local organizations, resource fairs, and community forums to expand access to and awareness of services.

Designed multilingual outreach materials, engagement tools, and creative promotional items (origami handouts and giveaways) to increase awareness.

Mentored students publishing in the Pittsburgh Tax Review, providing research guidance and editorial support.

Delivered training to staff and students on practice-management platforms (Clio), Microsoft Office Suite, etc.

Managed client intake and digital case files using Clio, Microsoft Forms, and PowerAutomate.

Developed and implemented a student-centered office procedures manual, succession plan, and external referrals guide, significantly enhancing organizational continuity and training. Led adoption across teams and established a knowledge base to support onboarding and operations.

Organized logistics for the legal clinics' 31st Anniversary celebration, including invitations, catering, and post-event thank-yous.

Program Manager, Center for Civil Rights and Racial Justice at the University of Pittsburgh School of Law

Pittsburgh, Pennsylvania, United States | Jun 2022 – Apr 2024

Designed and administered the Center's Community Scholar, Faculty Scholar, and Student Scholar programs.

Facilitated application review, fund distribution, progress tracking, and grant reporting for institutional grants from the Heinz Endowments and the BNY Foundation totaling \$400k.

Authored blog posts, newsletters, and promotional content to highlight program achievements and events.

Organized more than a dozen public programs and community discussions on reproductive justice and other urgent issues.

Created promotional materials such as digital flyers, newsletters, Instagram ads, and media pitches; coordinated with communications teams for distribution.

Mentored law students and oversaw the Center's Student Advisory Board.

Developed digital workflows for application review with Qualtrics; integrated dataset exports into Excel for analysis.

Contributed to brand strategy by curating stock photography aligned with university brand guidelines; coordinated the Center's public reporting and funder updates.

Administrative Assistant, Elections Division, Allegheny County

Pittsburgh, Pennsylvania, United States | Oct 2021 – Jun 2022

Implemented PollChief software for poll worker recruitment and training; trained more than 30 staff to transition from spreadsheets.

Drafted legal advertisements and public notices required by the Pennsylvania Election Code.

Coordinated logistics for Election Day operations, including delivery of ballots, equipment, and supplies.

Managed contracts and invoices for training sites and materials; ensured compliance with procurement rules.

Provided neutral assistance to voters on registration, absentee voting, and identification requirements; maintained a nonpartisan tone.

Assisted with post-election canvassing and audits; compiled evidence for recount petitions and public records requests.

Program Associate (PublisherHelp), Twitter (X)

San Francisco, California, United States | Jan 2019 – May 2020

Delivered onboarding and product training to high-profile media clients—including Disney, Fox, Viacom, and government agencies—on features of Media Studio and LiveCut (live streaming applications on the platform).

Produced video tutorials on platform best practices; assisted with documentation and knowledge bases.

Provided onsite livestreaming support at major events such as The Lion King premiere, Samsung product launches, and the MTV VMAs.

Supported NGOs and academic institutions with streaming and content optimization; collaborated with engineering to troubleshoot partner issues.

Advised leadership on platform adoption strategies for targeted verticals; balanced high-touch event support with scalable self-service education.

Maintained working knowledge of advertising, integrity, and partner support policies; adapted to rapid updates in product features.

Communications Assistant & Volunteer, GLBT Historical Society (Part-Time)

San Francisco, California, United States | Jan 2013 – Nov 2019

Executed email marketing campaigns using Campaign Monitor and Mailchimp, achieving average open rates of 45% and click-through rates of 20%, driving increases in donations and memberships.

Researched grant opportunities from foundations, local government, and corporate partners; drafted proposals.

Coordinated volunteers and daily operations at the Castro Street museum and archives; provided training and mentorship to new volunteers.

Authored newsletter articles and blog posts, including features about digitizing the Bay Area Reporter and an essay “Crawford Barton: Capturing a City’s Gentle Carnival.”

Managed the organization’s social media presence, developed event promotions, and monitored analytics to inform strategy.

News Credibility Specialist, Meta (Facebook)

Menlo Park, California, United States | Jun 2018 – Dec 2018

Conducted large-scale content analysis of news publishers to assess credibility, evaluating sources for transparency, sourcing, fact-check history, and independence.

Flagged state-sponsored media, propaganda networks, and accounts linked to misinformation campaigns.

Created workflow trees and credibility guides for the internal team; collaborated with product and policy to refine criteria.

Analyzed disinformation networks and high-impact stories to provide data-driven insights to leadership.

Helped develop the credibility signals program that surfaces contextual information about publishers to users.

Maintained neutrality and adherence to policy guidelines while working in a high-pressure, frequently changing environment.

Japanese Language Associate (Trust & Safety), Twitter (X)

San Francisco, California, United States | Dec 2017 – May 2018

Played a central role in Twitter's response to the high-profile "Twitter killer" case by rapidly reviewing and escalating problematic content.

Reviewed high volumes of Japanese-language content for policy violations, including harassment, self-harm, and graphic violence.

Enforced trust and safety policies using Salesforce Service Cloud and internal moderation tools; collaborated with law enforcement when required.

Provided cultural insights to enforcement workflows, ensuring accurate contextual understanding of Japanese posts.

Liaised with legal and product teams on new moderation protocols and insights; contributed to cross-functional training.

Maintained emotional resilience and mental wellness while reviewing disturbing content; participated in regular wellness check-ins.

Trained new reviewers on Japanese language nuances, policy guidelines, and content-review best practices.

Operations Assistant, Elections Division, Allegheny County

Pittsburgh, Pennsylvania, United States | Oct 2016 – May 2017

Delivered neutral public service to voters during election cycles, answering questions about registration status, polling locations, and voting procedures.

Processed voter registrations, absentee ballot applications, and address changes using the state's SURE system.

Coordinated logistics for polling places, including equipment deliveries, signage, and supplies.

Participated in post-election audits and data reconciliation; helped compile certification documents.

Maintained professionalism and nonpartisan integrity while working with diverse constituencies.

Japanese Language Research Coordinator, YouTube

San Bruno, California, United States | Feb 2016 – Jul 2016

Curated Japanese-language content for YouTube Music’s international rollout, reviewing thousands of music videos and artist pages for metadata accuracy.

Reviewed and categorized music content; flagged inappropriate or infringing content for removal.

Developed internal documentation and guidelines for future metadata reviews; improved categorization efficiency.

Worked with product managers and engineers to align the Japanese user experience with global product design.

Provided cultural consultation to cross-functional teams; trained additional language specialists.

Maintained fluency with Google’s internal systems and knowledge graphs.

Japanese Language Paralegal Team Lead, Update Legal Staffing

San Francisco, California, United States | Jun 2012 – Nov 2015

Led a bilingual team of legal professionals providing eDiscovery and privilege review services in large-scale litigation involving Japanese-language materials, including multimillion-dollar cases for clients such as Toyota and Sony.

Translated and reviewed high-volume Japanese legal documents—emails, contracts, memos, spreadsheets—averaging up to 6 000 words per day, delivering high-accuracy English summaries and legal translations under tight deadlines.

Supervised team productivity and workflows, provided second-level review and final quality assurance checks, and ensured compliance with evolving project requirements, ethical guidelines, and confidentiality standards.

Acted as liaison between the Japanese-language review team and U.S. attorneys, clarifying cultural and legal context, reporting status updates, and resolving ambiguities in relevance determinations.

Coordinated batch assignments, tracked reviewer progress using discovery platforms such as Relativity, and trained new reviewers on legal criteria, coding protocols, and translation standards.

Handled sensitive client materials with utmost discretion and strict adherence to data privacy and law firm policies.

Managed translation memory tools and metadata tagging to improve consistency across multilingual document sets.

Adapted to changes in legal tech and review methodologies, including early-stage exposure to predictive coding and AI-assisted review protocols, while maintaining human editorial oversight required for nuanced linguistic and legal interpretations.

Intern, Graywolf Press

Minneapolis, Minnesota, United States | Jan 2011 – May 2011

Evaluated manuscript submissions and queries for acquisition consideration, writing detailed coverage reports for senior editors.

Edited draft materials and provided proofreading support on forthcoming publications in fiction, poetry, and literary nonfiction.

Managed submission logs and performed follow-up correspondence on editorial decisions.

Assisted with fact-checking, rights permissions, and production timelines.

Gained insight into nonprofit publishing operations by working across editorial and development teams; participated in staff meetings and assisted with author events.

Editorial Intern, Coffee House Press

Minneapolis, Minnesota, United States | Jan 2010 – May 2010

Evaluated manuscript submissions, providing detailed reports to editors to inform acquisition decisions.

Performed fact-checking and proofreading on manuscripts to ensure accuracy and uphold quality standards.

Researched donor and grant prospects, contributing to the organization's fundraising efforts.

Composed copy for newsletters, reading group guides, and website content, enhancing audience engagement.

Coordinated and assisted with mailings, including galleys, press releases, and catalogs to promote upcoming titles.

Supported event planning and execution, providing logistical assistance before and during literary events.

Office Assistant and Japanese Tutor, Macalester College

St Paul, Minnesota, United States | Sep 2008 – May 2010

Tutored beginner and intermediate students in Japanese, including reading, writing, and spoken practice; facilitated peer review of written assignments and kanji drills.

Assisted professors with clerical and digital tasks, including preparing PDFs and copying exams.

Supported language lab activities and maintained inventory of instructional materials.

Member, Allies Project & Pluralism and Unity Program, Macalester College

St Paul, Minnesota, United States | Aug 2006 – May 2010

Participated in the Allies Project, a campus-wide initiative to train students, faculty, and staff in LGBTQIA+ allyship, active listening, and anti-oppression frameworks.

Served as a visible ally and peer advocate, providing safe and confidential support to students navigating issues of identity and discrimination.

Participated in semester-long workshops and ongoing reflection activities to maintain certification and deepen intercultural communication skills.

Joined the Pluralism and Unity Program as a first-year student, completing a structured dialogue curriculum focused on race, gender, privilege, and social justice.

Co-led dialogue circles and facilitated discussion groups, strengthening cohort cohesion across lines of difference.

Collaborated with staff from the Department of Multicultural Life to implement student-led diversity programming and campus events.

Continued to support the DML through event volunteering and peer education after completion of the structured first-year programs.

Residential Assistant, Macalester College

St Paul, Minnesota, United States | Jul 2007 – Jul 2008

Provided residential support and peer mentorship to a floor of first-year students, promoting community, wellness, and inclusion.

Served as a live-in resource for students, assisting with crisis intervention, mediation of roommate conflicts, and enforcement of college policies.

Collaborated with professional staff and other RAs to develop community standards and host events supporting student belonging.

Completed intensive RA training covering conflict mediation, identity-based bias response, and Title IX protocols.

Designed and led floor programming, including cultural discussions, academic support nights, and community-building activities.

Developed leadership and organizational skills through weekly staff meetings and on-call responsibilities.

Took part in an emergency response rotation, assisting students experiencing emotional distress during overnight shifts.

Staff Writer and Arts Editor, The Mac Weekly

St Paul, Minnesota, United States | Sep 2008 – May 2010

Reported on campus and local arts and culture, conducting interviews, writing reviews, and attending events for timely coverage.

Served as Arts Editor for two academic years, managing a team of student writers, editing submissions for style and content, and overseeing layout using InDesign and Quark.

Organized section planning meetings and collaborated with editorial board members to shape issue themes and coverage priorities.

Produced and edited a weekly column focused on film theory, visual storytelling, and criticism of Hollywood's creative economy.

Worked late-night editing shifts in advance of publication, serving as final editor for the Arts section in both print and digital format.

Education

Macalester College

Saint Paul, MN | Sept 2006 – May 2010

Bachelor of Arts (BA), English, Japanese, and Cultural Studies (Film History Focus)

Middlebury Language Schools

Middlebury, VT | Jun 2007 – Aug 2007

Advanced Japanese (Intensive Summer Program)

KCJS: Kyoto Consortium for Japanese Studies

Kyoto, Japan | June 2009 – August 2009

Classical Japanese (Intensive Summer Program)

San Jose State University

San Jose, CA

Master of Library & Information Science (MLIS) Studies (No Degree)

Licenses & Certifications

Google Prompting Essentials Specialization

Google, Aug 2025

Credential ID: ZPWFHF3UEFN9

Trauma Informed Behavioral Health Communications 101

MEE Productions Inc., Jan 2025

Mental Health Champion Certificate Program

University Counseling Center, Sep 2024

Credential ID: f290e3e3-3fc4-4f26-8575-9e5934d3283

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

University of Pittsburgh School of Social Work, Sep 2024

Making the Most of Conflict

LinkedIn, Apr 2024

Accounting Foundations

LinkedIn, Jan 2023

Japanese-Language Proficiency Test (Ikkyu/1 Level)

The Japan Foundation, Oct 2018

Credential ID: 05*4020701-10031

Survivor Support Network

University of Pittsburgh Office for Equity, Diversity & Inclusion

Volunteer Experience

Volunteer, American Foundation for Suicide Prevention

Pittsburgh, PA | Apr 2024 – Present

Coordinated outreach programming at events such as the Pittsburgh Pride Celebration and Pirates Family Charity Walk; tabled at the Children's Institute to promote awareness and resources related to suicide prevention and mental-health support.

Member, Prevention at Pitt

Pittsburgh, PA | Sep 2023 – Feb 2025

Participated in prevention programming and education; helped organize events focused on sexual-violence prevention and awareness.

Peer Support Volunteer, Shanti Project

San Francisco, CA | Jan 2019 – Apr 2020

Completed extensive training in supporting differently-abled individuals; provided one-on-one support to a visually impaired HIV/AIDS survivor, offering companionship and assistance with daily life.

Volunteer Adult Literacy Tutor, San Francisco Public Library

San Francisco, CA | Jan 2015 – Jan 2017

Received comprehensive training in adult-literacy tutoring; provided one-on-one tutoring helping learners prepare for GED exams, pursue higher education and employment; developed lesson plans; worked to increase literacy rates and empower adults.

Member, Survivor Support Network

Pittsburgh, PA | Aug 2024 – Present

Completed core and elective workshops offered by the Office for Sexual Violence Prevention and Education to support survivors; collaborates with trained faculty, staff, and students to provide resources, promote resilience, and foster an inclusive campus environment.

Skills

- Grassroots Organizing; Grassroots Lobbying; Legislative Relations; Health Advocacy; Public Policy; Cultural Competency
- Strategic Communications; Community Outreach; Community Engagement; Continuous Process Improvement; Clio; Microsoft Power Automate; Microsoft Access
- Legal Compliance; Advertising; Logistics Management; Information Technology; PollChief; Content Credibility; Crisis Response; Content Moderation; Elections
- Voter Registration; Public Services; Trust and Safety; Content Localization; Knowledge Graphs; YouTube; E-Discovery; Legal Technology; Permissions
- Copywriting; Proofreading; Manuscript Editing; Allyship; Intercultural Communication; Facilitation; Diversity & Inclusion; Web Content Writing
- Adobe InDesign; Editing; Tutoring; Adobe Acrobat; Crisis Intervention; Student Services; Event Planning; Program Management; Mental Health
- Trauma Informed Behavioral Health Communications 101; Japanese Language Proficiency Test; Salesforce Service Cloud; Press Releases; Digital Project Management; Events; Event Management; Brand Partnerships; Social Media
- PagerDuty; Relativity; Ringtail; Confluence; Jira; Grant Research; MailChimp; Grant Administration; Nonprofit Accounting; Social Media Communications

- Paralegal; Project Management; Writing; Email Marketing; Japanese; Japanese to English; Bilingual Communications
- Operations Management; Quality Assurance; User Safety; Live Video Streaming; Event Production; Corporate Social Media; Customer Support; Accounting; Conflict Resolution; Conflict Management