



JOB DESCRIPTION

Position: Youth Outreach Coordinator
Department: Programs
Reports To: Director of Programs
Salary: \$33,280 to \$36,500
FSLA Status: Exempt/Full Time
Revised: December 20, 2007

Job Summary

The Youth Outreach Coordinator conducts outreach and services through programming and education targeted toward gay, lesbian, bisexual, transgender, questioning/queer and intersex youth and the institutions and organizations that support this population. The core responsibility of the Youth Outreach Coordinator is the implementation and coordination of the Mentoring Youth through Empowerment (MYTE) and Peer Leadership Programs.

Primary Duties and Responsibilities

- Plans, coordinates, and implements all youth related activities and outings
- Develops relationships with youth institutions, organizations and providers that lead to the identification and referral of LGBTQI youth. Attends youth community meetings to serve as a liaison to local bodies
- Identifies, interviews, selects, trains, and coaches volunteer facilitators for MYTE and Peer Leadership Programs
- Educates youth and parents on benefits of agency services and manages the youth/parent/facilitator relationship
- Provides case management where necessary to youth, parents and facilitators
- Develops and helps implement other programs/projects within the agency or in collaboration with other CBOs or institutions
- Assists youth in applying for services within our agency, with other appropriate service providers, and/or public entities
- Serves as an agency expert to other organizations and point-of-contact regarding needs of, and services for, LGBTQI youth
- Keeps agency resources (referral database, website, publications) updated with current youth related information and resources
- Plans group activities in coordination with volunteer facilitators
- Initiates billing and maintains proper documentation of outreach, education, consultation, support and planning activities as required by program funding sources
- Develops and coordinates new youth programs and projects (i.e., Youth leadership, Scholarship program, youth and senior mentoring, youth camp etc.)
- Assists in the identification, cultivation and engagement of funding sources for current and future youth programs and projects

- Attends regularly scheduled organization staff meetings
- Participates in various community and fundraising events as assigned
- Attends relevant in-services and trainings on regular basis to stay abreast of current trends (CAT Training, CCEJ Diversity training, etc.)
- Attends various community youth meetings (Youth and Gang Violence Task Force, Youth Commission and Police Chief Youth Advisory Committee, TAY Collaborative)
- Other duties as assigned

Desired Qualifications, Experience and Skills

- Outgoing personality with high level of comfort meeting new people, engaging in social situations, and drawing out the personalities of young people.
- A Bachelor's Degree in a social service field is required (e.g. counseling, psychology, social work, women's studies, ethnic studies, public health, etc.).
- At least two years experience working with youth and/or adult LGBTQI populations preferred.
- Extensive knowledge of LA County and Long Beach youth resources and issues that affect LGBTQI youth.
- Ability to pass Dept. of Justice background check.
- Bilingual Spanish preferred
- Valid CA driver's license, reliable transportation and current auto insurance.
- Demonstrated success working with diverse populations, exceptional work ethic and self initiative required.
- Strong interpersonal, organizational and computer skills required.
- TB Screening and Hepatitis B Vaccination required upon offer of employment.
- Evening and weekends may be required

Personal Characteristics

The Youth Program Coordinator should demonstrate competence in the following:

- *Behave Ethically*: Understand ethical behavior and business practices and ensure own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Confidentiality*: Must maintain the highest levels of confidentiality regarding records, client and organizational information including all conversations.
- *Build Relationships*: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- *Communicate Effectively*: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Focus on Client Needs*: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Foster Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead*: Positively influence others to achieve results that are in the best interest of the organization.
- *Make Decisions*: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- *Organize*: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- *Plan*: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

The Center Long Beach is an equal opportunity employer. Women, people of color, and persons with disabilities are encouraged to apply.

Please send resume, letter of interest, and salary history to: Executive Director, The Center Long Beach by email to humanresources@centerlb.org or by fax to (562) 433-6428.