Position: Coordinator of Youth and Family Services
Department: Youth and Family Services
Reports To: Executive Director
Status: Exempt/Part Time
PayScale: $25-$30/hour
Probation: 90 days

JOB SUMMARY:

Under the supervision of the Executive Director, the Coordinator of Youth and Family Services plans, implements, and supports programs that promote the well-being of youth ages 12–17, and transition-age youth 18-24 (TAY), and their parents and caregivers at The LGBTQ Center Long Beach. Key responsibilities include facilitating social groups; coordinating special programming, including the Mentoring Youth Through Empowerment (MYTE) teen program and TAY-focused services; managing documentation, data tracking, and reporting; and supporting School Liaison staff. The coordinator also collaborates with community organizations to connect youth, TAY participants, and families with resources and strengthen engagement within the community.

Primary Duties and Responsibilities:

Direct Care Responsibilities

- Respond to and evaluate youth, transition-age youth (TAY), and family service inquiries to assess needs, program eligibility, and appropriate next steps.
- Conduct program screenings, intakes, and needs assessments for youth, TAY, and family services.
- Support School Liaison team on school site visits to implement programming as needed.
- Collaborate with Center programs and external partners to coordinate timely referrals based on each participant's identified needs, including age-appropriate services for TAY participants.
- Provide appropriate, nonclinical support, encouragement, and resource guidance to youth, TAY participants, parents, caregivers, and families.

Program Development Responsibilities

- Plan and coordinate engaging events and activities for the Mentoring Youth Through Empowerment (MYTE) teen program and transition-age youth (TAY).
- Identify and collaborate with community organizations that have expertise in programming for youth and TAY populations to support activity planning and implementation.
- Coordinate event logistics, including schedules, space, materials, partner communication, participant registration, and day-of support.
- Provide education and training to community members on best practices for supporting LGBTQ+ youth and TAY populations.
- Update age-appropriate resources for parents and caregivers of LGBTQ+ youth and for TAY participants navigating greater independence.

- Gather participant and partner feedback to assess activities and inform future event planning for youth and TAY programs.

Linkage to Resources Responsibilities

- Develop and maintain a resource database with information on education, employment and workforce development, family case management support, housing, social welfare programs, and other services relevant to youth and transition-age youth (TAY).
- Build and sustain relationships with K–12 schools, colleges, workforce programs, child and family service agencies, TAY-serving organizations, and other relevant partners to facilitate identification and referral of LGBTQ+ youth, TAY participants, and families.
- Connect youth, TAY participants, and families to LGBTQ+ competent and affirming services, including emergency and permanent housing, education, employment, legal, medical, mental health, and other social services within the Long Beach area as needed.

Administrative Responsibilities

- Assist in creating, revising, and distributing program materials for youth, transition-age youth (TAY), and families (e.g., intake forms, brochures, flyers) as needed.
- Conduct outreach at family service agencies, schools, colleges, workforce programs, TAY-serving organizations, and community events to raise program awareness.
- Maintain an accurate and up-to-date roster of youth and TAY program participants.
- Monitor and track all youth and TAY activities to ensure accurate and timely monthly reporting to the Center's board and funders.
- Oversee assigned grant deliverables, timelines, documentation, and reporting requirements related to youth and TAY services to support timely completion and compliance with funder expectations.
- Supervise volunteers supporting youth and TAY programming as needed, providing support and guidance.
- Plan, monitor, and document youth and TAY program expenses to ensure budget adherence.

General Responsibilities

- Participate in youth- and TAY-focused team, department, interdisciplinary, and community partner meetings, as well as Center-wide events and other functions as needed.
- Perform other reasonable duties in support of youth, TAY participants, School Liaisons and families as necessary or assigned.

Desired Qualifications, Experience and Skills:

- Minimum of one (1) year of progressive professional experience in a social service or human services setting, specifically working with youth and transition-age youth (TAY).
- At least one (1) year of experience in coordinating social service programs.
- A minimum of two (2) years of prior experience working with LGBTQ+ populations, with a particular focus on supporting BIPOC youth.
- Fluency in English and Spanish, ASL, or Khmer, including reading, writing, and speaking.
- Ability to pass an FBI background check.
- Flexibility to work evenings and weekends as needed.
- Access to reliable transportation, a valid ID.

The LGBTQ Center Long Beach is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.

This job description is intended to provide a general overview of the position and is not an exhaustive list of all duties and responsibilities. Employment is at-will, and either the employer or employee may terminate the employment relationship at any time, with or without cause or notice.

We are committed to providing reasonable accommodations for individuals with disabilities. If you require an accommodation during the application process, please let us know.

ONE IN LONG BEACH, INC
dba THE LGBTQ CENTER LONG BEACH
EMPLOYMENT APPLICATION

The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/ expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federals laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

INSTRUCTIONS:

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application to **Ellie Perez, Executive Director at eperez@centerlb.org.**

PART I: CANDIDATE'S INFORMATION

Name:	Date:	
	Pronouns (Optional):	
Address:		
City:	State:	Zip code:
Phone:	Email:	

PART II: PREVIOUS EMPLOYMENT WITH THE CENTER

Have you ever been employed by The Center?		☐ Yes	☐ No
DATE(S):	**FROM:**	**TO:**	
WHAT WAS YOUR ROLE?			
WHO WAS YOUR STAFF SUPERVISOR?			

PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER

Have you ever volunteered at The Center?			☐ Yes	☐ No
DATE(S):	☐ One time	**FROM:**	**TO:**	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER

Have you ever received any services at/from The Center?			☐ Yes	☐ No
DATE(S):	☐ One time	**FROM:**	**TO:**	

PART V: AVAILABILITY

For which position are you applying?			
What type of work are you seeking?	☐ Full time	☐ Part-time	☐ Temporary
On what date can you start?			

Please use the spaces below to write which days and hours you are available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

If needed, can you work overtime?	☐ Yes	☐ No

PART VI: EDUCATION

Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+

Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

PART VII: JOB RELATED SKILLS		
Language skills: Are you fluent (speak, write, read) in any other language other than English? *If so, please describe below.*	☐ Yes	☐ No
Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.		
Have you read the job description?	☐ Yes	☐ No
Do you understand the requirements of the job?	☐ Yes	☐ No

PART VIII: EMPLOYMENT HISTORY				
☐ **I am still working for this employer**	May we contact employer?		☐ Yes	☐ No
Employer's Name				
City/State		Phone		
Position/Job Title	Supervisor's Name			
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

PART IX: PROFESSIONAL REFERENCES	
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

ACKNOWLEDGMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature _____ Date _____