



**Sacramento LGBT Community Center
Community Resources & Respite Coordinator
Job Description – Full time**

Job Summary:

The Community Resources & Respite Coordinator will have overall strategic and operational responsibility for the development, maintenance, evaluation and delivery of the Sacramento LGBT Community Center's community resources and respite-based, drop-in center, a vital component in our ability to provide mental health support to the region's LGBTQ community.

This position reports to the Director of Programs and works in partnership with other programming staff and stakeholders as well as directly with community members of diverse backgrounds. This is a full-time, non-exempt position.

Responsibilities:

Community Resources Development, Delivery, and Evaluation

- Assess community needs, solicit input from stakeholders and recommend population-specific and culturally relevant resource lists and referral protocols
- Evaluate, develop, and maintain accurate lists of referral sources
- Use a trauma informed approach to directly assist community members in identifying appropriate and respective
- Develop relationships with service providers to ensure the Center's community resource information bank is accurate, relevant, affirming, and accessible
- Develop culturally relevant workshops on a range of topics supportive to LGBTQ mental health, including employment support, empowerment, art, nutrition and health
- Ensure ongoing programmatic excellence by establishing benchmarks, timelines, and the resources needed to achieve strategic goals, proactively driving improvements as necessary; set standards for accountability and measurements of success
- Analyze program trends, identify issues, report outcomes, and recommend changes
- Be the subject matter expert in community resources

Respite/Drop-in Center Development, Delivery, and Evaluation

- Develop, manage and participate in the delivery of the Center's drop-in center, which operates from a mental health respite framework serving a high percentage of community members experiencing homelessness
- Develop best practices to recruit, support, and train drop-in center volunteers
- Manage the Center's drop-in center volunteer & activity calendar
- Organize supportive services offered during respite including meal planning and food preparation, showers, clothing and supplies
- Keep supply inventory and program spaces clean, organized, and re-set at the end of the day for the next program's use
- Provide crisis intervention and de-escalation training to volunteers

Leadership & Team Management

- Recruit, select, direct, evaluate, and support the development of a team of volunteers
- Develop and deliver training to volunteers and support staff around community resources
- Develop and maintain appropriate training protocols for volunteers
- Assist in the data collection of program use and valuation of volunteer hours and program use
- Serve as a representative of the organization in collaborative partner networks and at related community and Center events and activities
- Interface with other LGBTQ and allied agencies to curate appropriate information needed to provide a coordinated entry for clients

Qualifications:

- Bachelor's degree in social work, mental health, human services, public health, education, communications or related field is preferred; however, relevant professional experience in mental health, social services, community organizing, or other related fields may be substituted for formal education
- Experience working with diverse populations including those living with mental illness, HIV, addiction, and homelessness
- Commitment to mission, vision, and values of the Sacramento LGBT Community Center
- Strong networking, relationship building, marketing, and event planning skills
- Highly organized, wearing multiple hats in an ambiguous and fast-moving environment
- Strong independent planning, organizing, and financial management skills
- Excellent verbal and written communication skills, attention to detail, and interpersonal and presentation skills
- Understanding of grant project management including activity design and data collection to ensure contract deliverables
- Flexibility of schedule, including evenings, weekends, and limited travel as necessary
- Proficient computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems
- Experience with web and multimedia based electronic and social media preferred
- The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate message and tone by telephone
- Valid CA driver's license with proof of valid auto insurance, ability to drive an automobile, and reliable automobile transportation are required for this position
- A thorough DOJ background check is required as a condition of employment

Compensation:

- Full time, non-exempt, 40 hours per week
- \$15 per hour
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

To Apply:

Go to <http://www.SacCenter.org/careers>. Please submit a cover letter and a resume in a Microsoft Word or Adobe PDF document by email to jobs@saccenter.org. No phone calls or in-person applications please. Applications will be reviewed beginning on August 30 with a projected hiring date 2-6 weeks from that date.

About the Organization:

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

Equal Opportunity:

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from lesbians, gay men, women, bisexual, transgender individuals, people of color, people with lived experience in homelessness, mental health, living with HIV/AIDS and disabilities.