

Sacramento LGBT Community Center
Outreach Coordinator
Job Description



Job Summary:

The Sacramento LGBT Community Center seeks an Outreach Coordinator to oversee all LGBTQ outreach efforts in the Building Healthy Communities (BHC) area of South Sacramento. This position reports to the Director of Programs and works in partnership with other programming staff and stakeholders as well as directly with parents and youth of diverse backgrounds. This is a new, part-time, non-exempt position.

Responsibilities:

The Outreach Coordinator oversees all aspects of program design and implementation including providing direct support to LGBTQ youth and families within in the BHC South Sacramento area to increase health and wellness, community engagement, and media outreach.

- Engage with schools, faith-based leaders, and cultural groups to educate and create safe spaces for LGBTQ youth of color through development of educational workshops and trainings
- Provide youth and adults with support groups and opportunities for social engagement that improve access to LGBTQ resources
- Engage parents and families regarding the consequences of trauma caused by rejecting behaviors including development of a panel of speakers that can share their personal stories and provide tools to support affirming behaviors
- Create awareness in the BHC community regarding what rejection and discrimination look like in communities of color and its traumatic health impacts through traditional and social media outreach
- Evaluate the status of inclusionary policies and sexual health education in the schools to ensure they are LGBTQ culturally competent and work to improve their effectiveness
- Develop printed and electronic materials to support the above activities.
- Draft progress reports on grant deliverables
- Coordinate meetings, activities, workshops relevant to the program.
- Participate in community events and networking meetings to promote the activities and direction of the program

Qualifications:

- Bachelor's or Associate's degree in a related field.
- Minimum of 2 years with experience in community building, organizing or other related fields of work.
- Demonstrated ability to work effectively with youth and adults of diverse backgrounds, ethnicities, ages, sexual orientations and gender identities in a multicultural environment
- Maintain qualities of integrity, compassion, positive leadership and have a "can-do" attitude
- Experience with community-based organizations, grassroots organizing, local businesses, and public agencies in the Sacramento region.
- Strong independent planning, organizing, and financial management skills
- Excellent verbal and written communication skills, attention to detail, and interpersonal and

presentation skills

- Strong partnership building, marketing, and event planning skills
- Experience with group facilitation, collaborative decision-making, and conflict resolution
- 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
- Strong preference for applicants who are multilingual (Spanish, Vietnamese, Hmong, Cantonese)
- Superior 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
- 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:

- Part time, 30 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 including wage/salary history 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.

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 living with HIV/AIDS and other disabilities.