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The Sacramento LGBT Community Center Project Coordinator

Summary:

The Project Coordinator is responsible for all administrative aspects of victim services and emergency housing services.

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

Responsibilities:

- Assist crime victims with intake forms and referrals to case management, victims compensation, counseling, legal and/or other programs
- Assist clients in safety planning, identifying options, and problem-solving
- Advocate for victims of crime
- Build and sustain relationships with outside referrals such as landlords, victims' services, employment services, connections, social services, legal, medical, educational, as determined by program participants needs
- Assist with housing services; track client leases, supportive services, and other needs and accomplishments
- Prepare monthly rent check requests
- Organize workshops on life skills such as job searching, GED prep, and college financial aid services.
- Compile data, prepare reports, success stories, and other relevant information for programs
- Update, and as needed develop, educational materials, including those about hate crimes, victims' rights and AVP services.
- Monitor and replenish program supply levels within budget parameters
- Complete documentation for client case files and maintain confidentiality of all data
- Organize Victim Services Support Group 2 times monthly
- Organize program graduation for participants who complete victim services housing program
- Contribute to the creation, of the client data management system; data fields; workflows; intake forms; and report generation.
- Ensure grant compliance, and assist with grant proposal development
- Participate in staff meetings, planning meetings, and other meetings as needed
- Other duties as assigned by the Youth Programs Manager.

Qualifications:

- Associates or Bachelor's degree or 2+ years' experience in project management, housing services and/or crime victim services, or related field.
- Ability to anticipate and address crises, problem-solve effectively, and maintain appropriate boundaries in a high-pressure environment with strict deadlines
- A successful track record in setting priorities, information delivery, and time management.

- Understanding of contract requirements management including activity design and data collection to ensure compliant contract deliverables.
- Highly organized, wearing multiple hats in an ambiguous and fast-moving environment.
- Excellent written and verbal communication skills, including interpersonal communication and presentations
- Proficient computer skills and knowledge including Microsoft Word, Excel, and PowerPoint are essential; familiarity with Google Applications is preferred
- Flexibility to work evenings and weekends as required
- 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 messages and tone by telephone.
- Must have a valid driver's license and reliable automobile transportation with proof of valid insurance. Must be willing to drive during work hours for pick-up, drop-off and transportation of clients and materials if necessary.
- Offers of employment may be contingent on satisfactory results of a criminal history background check.
- Passion for the Center's mission and work to create a region where LGBTQ people thrive

Compensation:

- Part time, non-exempt, 20 hours per week
- \$16.00 per hour
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

To apply:

Go to SacCenter.org/careers for additional details. 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.

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.

