

## **The Sacramento LGBT Community Center Youth Outreach Coordinator**

### **Summary:**

The Youth Outreach Coordinator is responsible for the Center's outreach efforts to youth led and youth supporting organizations, with an emphasis on the Building Healthy Communities initiative (BHC) South Sacramento program area, other communities of color, schools, faith communities, social service providers, GSAs, and other LGBTQ+ youth networks. This position reports to the Youth Programs Manager and works in partnership with other programming staff, stakeholders and directly with community members of diverse backgrounds. This is a part-time, non-exempt position.

### **Responsibilities:**

- Engage with schools, faith-based leaders, businesses, and cultural groups to educate and create safe spaces for LGBTQ+ youth of color through participating in meetings, development of educational workshops, and conducting trainings
- Engaging with Hiram Johnson High School, Will C. Wood Middle School, West Campus High School, Sacramento Charter High School and the Met School, amongst others; collaborating with PTAs/parent groups and Gender & Sexualities Alliance's (GSA's) at the schools; regularly attending and participating in meetings and activities on as the Center's representative
- Be a supportive and collaborative resource for LGBTQ youth and families in the Building Healthy Communities (BHC) South Sacramento program area
- Seek opportunities to collaborate with the BHC Hub and partner agency activities
- Develop and maintain outreach lists and relationships with student organizations, educators, families, faith-based, and cultural leaders and resources to support LGBTQ youth of color and students in the BHC and throughout the region
- Assist in managing the LGBTQ Speaker's Panel, including recruiting new speakers, assisting them in honing their stories, cultivating speaking opportunities for panelists, and ensure stipend expense requests are submitted in a timely fashion
- Produce social media and print collateral content to share panelist and youth stories
- Coordinate meetings, activities, and workshops relevant to the program
- Organize and conduct culturally competent and intersectional educational activities, curricula, and training programs for the larger community around issues related to LGBTQ individuals
- Select and mentor an LGBTQ youth intern to develop a creative project to raise LGBTQ awareness in their community
- Collect and monitor client outcomes data and draft progress reports on grant deliverables

### **Qualifications:**

- Bachelor's degree; or Associates degree plus 2+ years of experience; or 4+ years of experience in community organizing, communications, youth development, community empowerment, or related field
- 2+ years' experience in community building, organizing, or related field work
- Bilingual strongly preferred (English/Spanish)

- Outgoing personality with high level of comfort meeting new people, engaging in social situations, working in collaboration with others, and empowering community leaders.
- Demonstrated ability to work effectively with youth and adults of diverse backgrounds, ethnicities, ages, sexual orientations and gender identities in a multicultural environment
- Ability to work independently with limited supervision and as a team member
- Excellent written and verbal communication skills, including interpersonal communication and presentations in front of audiences of 10-100.
- 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.
- Offers of employment may be contingent on satisfactory results of a criminal history background check.
- Understanding of LGBTQ, social justice and civil rights policy issues preferred; a passion for the Center's mission and work to create a region where LGBTQ people thrive is essential.

**Compensation:**

- Part time, non-exempt, 20+ hours per week
- \$15.00 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](http://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](mailto: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 all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, HIV/AIDS status, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

