

# NORTH COUNTY LGBTQ RESOURCE CENTER

1919 Apple St. Oceanside, CA 92054

**Job Title:** Gender Advocacy Project Coordinator

**Reports to:** Director of Operations

**FLSA Status:** Non-Exempt

**Position Type:** PT 25 hrs a week

**Compensation:** \$ 23 an hour

**Supervisory Responsibility:** Volunteers, committee, facilitators, members

**Benefits Include:** Generous PTO, Paid Holidays, Professional Development Experiences

**Start:** As soon as possible with target start date by January 1, 2025

**Closing Date:** Interviews conducted on a rolling basis until position is filled.

## Organization Background:

The North County LGBTQ Resource Center serves, advocates, and empowers the diverse LGBTQIA+ community of north county San Diego and beyond and has operated for the past decade out of Oceanside, California providing an array of targeted services, programs, and resources. Our work impacts the lives of lesbian, gay, bisexual, queer, trans, nonbinary, gender nonconforming, immigrant, and HIV communities.

We envision a community where everyone lives in equality, feeling accepted, valued, safe and free from social stigma. The work of our staff, board, and volunteers is to actualize that vision in our advocacy, community, education, and health and social support services.

## Position Summary:

Coordinator will exercise sound judgment with involvement in all aspects of The North County Center's Gender Advocacy Project. The successful candidate will leverage available resources to equitably provide outreach, mentorship, advocacy, education, and social programming within the transgender, non binary, gender fluid, gender questioning and intersex groups. Candidates should support our Mission and include a demonstrated commitment to racial equity and inclusion, social Justice, commitment to serve the most vulnerable, and advocacy.

The position may be completed through on site and field work. Flexible work schedule, provided meetings and programs are appropriately supported through a combination of Gender Advocacy Board members, volunteers, or staff.

## Duties and Responsibilities:

Under supervision of the Director of Operations, responsibilities include advocacy, planning and budgeting for events, programs, speaking opportunities, and other strategic initiatives competently targeted to our gender diverse community and stakeholder's needs. Conduct monthly committee meetings and Facilitate the Come As You Are (CAYA) social support group.

## Essential Duties:

- Support a cohort of community leaders to advise and support implementation of GAP programs.
- Educate, engage, and hold space for a diverse population with varying programming, planning, and event needs.
- Coordinate weekly and monthly in-person and virtual groups, as needed.
- Facilitate the Come As You Are peer support group on Mondays.

- Advocate and collaborate with leaders, volunteers, and staff to produce impactful programs that address local community needs
- Attend community in-person and virtual events on behalf of GAP and/or The North County C
- Hold appointments for legal name and gender marker change
- Coordinate the Gender Junk program
- Conduct outreach to community colleges, high schools and healthcare partners

#### Annual Events:

- TDOR Trans Day of Remembrance
- TDOV Trans Day of -Visibility
- Pride by the Beach (planning and programming GAP participation)
- Intersex Awareness Day
- Trans Picnic

#### Desired Qualifications:

**Language Skills:** Fluency in English and Spanish is preferred.

- A passion for The Center's work and its mission.
- Demonstrated competencies in regulating, planning and implementing programs, social events, or other projects for diverse audiences. Experience in outreach work, especially with bilingual and diverse communities.
- Reliable transportation with the ability to travel as frequently throughout San Diego County, is required.
- Experience working in social justice, the LGBTQIA+ and/or HIV community, and/or in a non-profit setting strongly preferred.
- Excellent verbal and written communication skills, including strong organizational, detail, and interpersonal skills; ability to establish and maintain effective working relationships with management, employees, consumers, and the community members.
- **Communication/Computer Skills:** Excellent writing skills in various styles/tones. Strong proofreading, research and editing skills. Must be comfortable working in PC/Windows-based as well as MAC environments. Proficiency with Microsoft Office, particularly Word, PowerPoint and Excel and is required. Google Suites proficiency is preferred.
- **Other Skills:** Demonstrate competency working with diverse populations. Ability to manage multiple tasks with shifting priorities. Must demonstrate sound judgment and decision-making skills. Ability and availability to work evenings and weekends.
- Lived experience as a member of a historically under-served community (e.g., low income, communities of color, LGBTQIA+ communities, immigrant communities, etc.) strongly encouraged to apply

#### Disclaimer:

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.*

#### Equal Opportunity:

*The North County LGBTQ Resource Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender queer and/or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, HIV or AIDS status, medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.*

#### To Apply:

Email a cover letter and resume as attachments in Word or PDF to Lisa Nava at [operations@northcountycenter.org](mailto:operations@northcountycenter.org). You may also mail your application materials to 1919 Apple St. Oceanside CA 92054



