



# NORTH COUNTY LGBTQ RESOURCE CENTER

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3220 Mission Avenue, Suite 2, Oceanside, CA 92058

**Job Title:** Project Youth Program Coordinator

**Reports to:** Director of Operations

**FLSA Status:** Non-Exempt

**Position Type:** FT

**Compensation:** \$23 an hr.

**Supervisory Responsibility:**

- Oversight of volunteers, facilitators and committee

**Benefits Include:** Matched IRA, PTO, 7 Days of Sick Time, Medical/Dental

**Start:** As soon as possible

**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:

Incumbent will exercise sound judgment with involvement in all aspects of The North County Center's youth programming. The successful candidate will leverage available resources to equitably provide outreach, mentorship, advocacy, education, and social programming within three age groups (middle school, high school, and transitional age youth). Library programming and GSA outreach. Candidates should support our organizational values and include a demonstrated commitment to racial equity and inclusion, social Justice, commitment to serve the most vulnerable, and accountability and transparency.

The position will be completed through on site and field work. Flexible work schedule, provided meetings and programs are appropriately supported through a combination of youth leaders, volunteers, or staff.

### Duties and Responsibilities:

Under supervision of the Director of Operations, responsibilities include planning, coordinating youth programs, organizing a committee to produce events, advocacy, outreach, speaking opportunities, and other strategic initiatives competently targeted to our youth community

### Essential Duties:

- Support a cohort of youth leaders to advise and support implementation of youth programs.
- Educate, engage, and hold space for a diverse youth population with varying programming, planning, and event needs.
- Assist with support groups, when needed
- Advocate and collaborate with youth leaders, volunteers, community partners and staff to produce impactful programs that address needs and provide tangible outcomes.
- Lead a team of volunteers and youth leaders to promote programs and events through appropriate and culturally competent means, in print, digital collateral, or application/platform outreach.
- Attend community in-person and virtual events on behalf of Project Youth and/or The North County Center, as needed.
- Draft and timely submit reports including event surveys, grant reports and other documentation as needed.
- Attend or contact GSA clubs across North County San Diego.
- Attend and provide input a regular meeting with management and support

### Annual Events:

- GSA Recognition Event
- Youth Leadership Summit
- Queer Prom
- Pride by the Beach

### Desired Qualifications:

- Fluency in English and Spanish is **required**
- 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 audience
- Previous experience coordinating diverse volunteer base ]
- 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.
- Knowledge, passion, and commitment to ameliorating issues impacting the LGBTQIA+ community and advancing equity and social justice generally.
- 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.

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- **Communication/Computer Skills:** Excellent writing skills in various styles/tones. Strong proofreading, research and editing skills. Must be comfortable working in PC/Windows-based 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 [operations@northcountycenter.org](mailto:operations@northcountycenter.org) . You may also mail your application materials to 1919 Apple St. Oceanside, CA 92054

