



Position: Community Action Network (CAN) Program Coordinator
Program: LifeWorks
Reports to: Associate Director, Education & Youth Development, CYFS
Salary: \$45,760/yr
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, Life Insurance; Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY:

Provide leadership and oversight of the Community Action Network (CAN) program of LifeWorks, that supports lesbian, gay, bisexual and transgender youth, ages 24 and under, in a school-based setting. Work closely with Center staff and volunteers to develop school-based programming that develops a sense of competence, usefulness, power and belonging among at-home/at-school youth who see themselves as the leaders of the future.

ESSENTIAL FUNCTIONS:

- 1) Develop and Coordinate all school-based collaborations, working closely with LAUSD and surrounding districts;
- 2) Work in collaboration with LifeWorks CAN Coalition to address substance abuse, mental health and other adverse issues facing LGBTQ youth, meeting at least every other month to engage members and set vision;
- 3) Work with a minimum of 5 middle and high schools in Service Provider Area 4 (SPA 4), engaging their LGBTQ students through their GSA or other clubs, meet with these clubs weekly, or bi-monthly;
- 4) Provide LGBTQ competency trainings in schools throughout Los Angeles, with an emphasis on reaching SPA 4;
- 5) Work with the Center's Out for Safe Schools program and Policy Department in meeting the needs of in-school LGBTQ youth
- 6) Develop and oversee a team of CAN volunteers, ages 18 – 24, and deploy to various schools and organizations to lead youth meetings and LGBTQ competency trainings;
- 7) Recruit, plan and implement Leadership Institute aspect of Models of Pride conference;
- 8) Develop, recruit and oversee team of therapists at Models of Pride conferences;
- 9) Lead outreach efforts to youth to become participants in all aspects of LifeWorks and other Center activities;
- 10) Attend and present at community meetings, conferences and events as assigned;
- 11) Prepare month end reports and other administrative duties as required to meet program and funder needs.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Minimum of 2 years of experience in social services with youth or related setting required;
- 4) Master's Degree in related field such as social work, psychology or non-profit management preferred;
- 5) Experience leading teams, developing vision, setting agendas, assigning tasks and evaluating programs;
- 6) Knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth, particularly issues related to the rights of LGBTQ students and risk behaviors such as substance abuse, mental health and sexual health;
- 7) Good verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 8) Excellent computer skills including word processing, database operations, spreadsheets, and other software systems;
- 9) Working knowledge of the Los Angeles County network of social services;
- 10) Be available to work a flexible schedule that includes weekends and evenings;
- 11) Valid California Driver's license and access to transportation;
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, medical/physical/mental condition, sexual orientation, or age.