



Position: Education and Employment Specialist
Department: Children, Youth and Family Services
Reports to: Program Manager
Salary: \$14.00/hour
Status: 100%, Full-Time, Non-Exempt, Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Provide education and employment services to people experiencing homelessness and youth at-risk of experiencing homelessness to assist them in developing career plans and attaining and maintaining employment.

ESSENTIAL FUNCTIONS:

- 1) Provide direct daily education and employment services to clients, ages 15 to 24 years;
- 2) Conduct interviews and counsel clients individually or as a group;
- 3) Work with clients to develop their individualized education and employment case plan;
- 4) Assign, administer and review all elements of the education and employment plan, including Lifeline, COPS Assessments, Occupation Research, Career Planning, Resume Writing, Interview Techniques, etc.;
- 5) Help ensure all aspects of client's education and employment plan are followed and provide feedback as required;
- 6) Assist clients in dealing effectively with personal and interpersonal issues as they arise;
- 7) Supervise and/or facilitate client groups and other activities;
- 8) Develop relationships with employers to create opportunities for employment and internships for clients;
- 9) Develop education programming specific to job readiness and preparation;
- 10) Assist staff and management in the assigning and coordination of duties and tasks for volunteer pool;
- 11) Prepare month end reports and other light administrative duties as well as the creation of education and employment development aids;
- 12) Participate in staff meetings, team meetings, and other meetings as needed;
- 13) Plan, arrange, and oversee trips to education and job fairs, and other field trips;
- 14) Assist with special projects for Children, Youth, and Family Services staff;
- 15) Other duties as assigned.

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) A minimum of 2 years of experience in social service with youth or related setting required;
- 4) A minimum of 1 year of experience in an educator or employment services environment;
- 5) Excellent computer skills including word processing, database operations, spreadsheets, and other software systems;
- 6) Ability to coordinate and/or oversee the successful completion of projects;
- 7) Experience working with people experiencing homelessness and youth at risk of experiencing homelessness;
- 8) Knowledge and understanding of the issues affecting LGBT youth, including experience working with high risk youth (specific work with gay, lesbian, bisexual, transgender and/or runaway youth a plus);
- 9) Bilingual, a plus (Spanish/English preferred);
- 10) Current CPR Certificate;
- 11) Access to reliable transportation and the ability to be insured;
- 12) Good verbal and written communication skills, including strong organizational, detail, and interpersonal skills;
- 13) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses,

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, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

and physical abilities in a multicultural environment.

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