



**Position:** Youth Employment Specialist II  
**Program:** Children, Youth, and Family Services  
**Reports to:** Employment Program Supervisor  
**Salary:** \$17.00 per 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

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**JOB SUMMARY:** Provide employment services to youth experiencing homelessness and formerly homeless LGBTQ youth, ages 16 to 24, to assist them in developing their career plans and attaining and maintaining employment.

**ESSENTIAL FUNCTIONS:**

- 1) Provide direct employment services to youth that includes assessment, resume preparation, career planning, employment field trips, job search trips, work readiness workshops, visiting speaker workshops and other activities;
- 2) Work with youth individually to develop their individualized career plans; work collaboratively with the youth's case management team in a Supported Employment model (Individual Placement and Support IPS), to provide wrap around support and resources to help ensure all aspects of their employment plans are addressed;
- 3) Encourage and support youth participation in Microsoft Office Training workshops and other work readiness and skill building activities;
- 4) Support, maintain and develop relationships with employers and community partners to create opportunities for internships and employment; identify, screen and prepare applicants; provide support to employers, partners, colleagues and youth to ensure positive and beneficial placements and outcomes;
- 5) Work with community partners such as the Los Angeles Economic and Workforce Development Department (EWDD), UCLA's Community Based Learning Program (CPBL) and other YouthSource Centers to create opportunities for employment and internships for youth;
- 6) Encourage and support youth participation in the HIRE LA Summer Youth Employment Program (SYEP), UCLA's YouthSource program and the Underrepresented/Underserved Population Employment Program, as well as other placement opportunities for youth;
- 7) Provide and employment programming specific to job readiness and preparation;
- 8) Track data and indicators for youth enrollment, participation and progress; monitor individual youth and program performance to ensure that deliverables are being met; prepare reports as required and ensure that they are accurate, complete and submitted on time;
- 9) Participate in staff meetings, team meetings and other meetings as needed;
- 10) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) 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 a social service with youth or related setting required;
- 4) A minimum of 1 years of experience in an employment, educational environment as an instructor, tutor or counselor preferred;
- 5) Knowledge and understanding of the issues affecting gay and lesbian youth, including experience working with high risk youth (specific work with gay, lesbian, bisexual, transgender, queer and/or runaway youth a plus) required;
- 6) Excellent computer skills including Jobs LA data entry, word processing, database operations, spreadsheets, and other software systems;
- 7) Experience with the Workforce Innovation and Opportunity Act preferred;
- 8) Good verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 9) Leadership skills as evident by ability to work independently and coordinate the successful completion of projects;
- 10) Access to reliable transportation and the ability to be insured;
- 11) Bilingual (Spanish/ English preferred) a plus;
- 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](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit your 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.