



Position: Employment Coordinator
Program: Senior Services
Reports to: Manager of Housing & Social Services
Salary: \$49,920.00 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Implement and coordinate employment services for LGBT seniors, ages 50 and above. The Employment Coordinator will assist them in developing employment plans and in attaining and maintaining employment.

ESSENTIAL FUNCTIONS:

- 1) Working with the senior services program team, develop, implement and coordinate an Employment Program for seniors;
- 2) Working with the Los Angeles LGBT Center's (Center) Youth Employment Program (YEP), including the evaluation and adoption of best practices and models from that program and adapt and implement in the Employment Program for seniors;
- 3) Development of an intergenerational program in collaboration with the Center's Children, Youth & Family Services department utilizing YEP interns across department including, but not limited to, development of job descriptions, supervision, and evaluations of youth;
- 4) Coordinate all elements of the Employment Program including assessment, resume preparation, career planning, job search trips, computer skills workshops, work readiness workshops and invited speaker workshops;
- 5) Work with clients individually and in groups to develop their individualized employment plans;
- 6) Implement a Supported Employment model (Individual Placement and Support) that provides wrap-around support to clients to ensure all aspects of their employment plans are addressed;
- 7) Develop vocational training specific to individual employment plans;
- 8) Arrange and oversee employment field trips, job search trips, visiting speakers, employment groups and other activities;
- 9) Support, maintain and develop relationships with employers and community partners to create opportunities for internships and employment;
- 10) Identify, screen and prepare applicants;
- 11) Provide support to employers, partners, colleagues and clients to ensure positive and beneficial placements and outcomes;
- 12) Develop relationships and work with community partners such as the City of Los Angeles Economic and Workforce Development Department (EWDD), other City and County departments, local WorkSource Centers and America's Job Centers to create opportunities for training and employment for clients;
- 13) Implement small business training program in collaboration with other Center departments;
- 14) Implement and coordinate activities associated with the Center's Culinary Arts Program to provide opportunities for internships and employment;
- 15) Maintain and develop an alumni program of clients who have graduated, to provide peer support for and connection with new clients;
- 16) Track data and indicators for client enrollment, participation and progress, including preparing accurate and timely reports;
- 17) Monitor individual client and program performance to ensure that deliverables are being met;
- 18) Participate in staff meetings, team meetings and other meetings as needed;
- 19) 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 3 years of experience in an employment, educational environment as an instructor, tutor or counselor required;
- 4) A minimum of 1 year of experience in a social service with seniors/youth or related setting required;
- 5) Knowledge and understanding of the issues affecting LGBT seniors;
- 6) Excellent computer skills including word processing, database operations, spreadsheets, and other software systems;
- 7) Good verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 8) Leadership skills as evident by ability to work independently and coordinate the successful completion of projects;
- 9) Bilingual (Spanish/ English and/or American Sign Language fluency) preferred;
- 10) Access to reliable transportation and the ability to be insured;
- 11) 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, 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, 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.