



Position: Out for Safe Schools® Coordinator
Department: Children, Youth & Family Services
Program: LifeWorks
Reports to: Associate Director of Education & Youth
Salary: \$49,920 annually
Status: 100%, Full-Time, Regular, Exempt
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: The Out for Safe Schools® Coordinator provides coordination and oversight of the Out for Safe Schools® (OFSS) program for school-aged lesbian, gay, bisexual, transgender, queer, and questioning youth, (LGBTQ) in Los Angeles and in school districts that have adopted the OFSS program nationwide. The position works closely with Center staff and volunteers to help youth develop a sense of competence, usefulness, power and belonging.

ESSENTIAL FUNCTIONS:

- 1) Provide leadership to the CYFS OFSS program, including, but not limited to, coordinating online and in-person trainings for school districts, distribution of the OFSS roll-out toolkit and distribution of OFSS badges and other collateral;
- 2) Recruit and support school districts for the OFSS program, responding within 2 business days when someone inquires about the program;
- 3) Regularly update the OFSS website, keeping information current and relevant to OFSS participants;
- 4) Work with partner districts to provide support with materials, trainings, badges, social media, and curriculum;
- 5) Engage with local middle and high school students through the Center's Community Action Network (CAN), connecting the work of school-based LGBT clubs with OFSS;
- 6) Maintain monthly contact with OFSS districts and document all contacts;
- 7) Partner with CYFS Training and Development team in providing trainings to school staff and administrators, including the Parent and Professional Institute (PPI) for the Models of Pride conference;
- 8) Coordinate community collaborations to promote and support the OFSS program;
- 9) Maintain confidential client records;
- 10) Develop and implement evaluation tools to regularly assess and improve the effectiveness of the program;
- 11) Prepare month-end reports and other administrative duties as required to meet program and funder needs;
- 12) 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) 2-4 years' experience in education, school services, or related experience, and working with at-risk youth;
- 4) Bachelor's degree in psychology, sociology, education, or related field preferred;
- 5) Working knowledge and experience with school districts and school administrators;
- 6) Excellent verbal and written communication skills, interpersonal and organizational skills;
- 7) Competent computer skills and knowledge of software including Word, Excel, PowerPoint, Outlook and databases;
- 8) Availability to work a flexible schedule that includes weekends and evenings, and travel;
- 9) 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 status, 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.