



**Position:** Outreach Specialist IV  
**Program:** Mental Health Services  
**Department:** Health Services  
**Reports to:** Program Manager, FVIS & STOP Partner Abuse / Violence Program  
**Salary:** \$16.00/hour  
**Status:** Full Time, Regular, 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:** This position requires a strong customer service background with emphasis on team participation. Under direct supervision, the Outreach Specialist will coordinate all aspects of outreach and special events for LGBT family violence and assist in the development of appropriate prevention strategies for the STOP Partner Abuse / Violence program. The Outreach Specialist must have the ability to build rapport with the following target populations: people of color, gay/lesbian and bisexual men and women, members of the transgender community, and people of varying ages. This position requires some flexibility with scheduling and the ability to work some evenings and weekends.

**ESSENTIAL FUNCTIONS:**

- 1) Plan and execute outreach efforts throughout the greater Los Angeles/Southern California area;
- 2) Conduct outreach and interface with clients via social networking sites within appropriate safety parameters;
- 3) Assist in the development of outreach standards and best-practices for the STOP Partner Abuse / Violence Program;
- 4) Assist with survey data analysis and incorporate data analysis in program materials as appropriate;
- 5) Assist in the development, production, and revision of all program, educational, and outreach materials;
- 6) Assist with volunteer trainings/orientations;
- 7) Provide linked referrals to family violence clients for appropriate services;
- 8) Keep accurate and up-to-date files for trained STOP Partner Abuse / Violence Program volunteers;
- 9) Assist in the marketing of all program and outreach efforts;
- 10) Prepare monthly and quarterly reports as required by funder and program supervisors as needed;
- 11) Assist in the recruitment of all volunteers;
- 12) Provide outreach intervention to STOP Partner Abuse / Violence groups and clients as assigned;
- 13) Provide triage to STOP Partner Abuse / Violence Program participants and clients;
- 14) Interface with Centerlink project participants and assist with training efforts as needed;
- 15) Participate in all staff meetings;
- 16) Assist the Program Coordinator and program staff with administrative and clerical duties/responsibilities;
- 17) 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) 1-2 years of experience with outreach and/or special events;
- 4) Group facilitation and training experience;
- 5) Experience working with the LGBT community;
- 6) Experience in working with and maintaining a volunteer base;
- 7) Understanding of curriculum implementation and material development;
- 8) Ability to follow a work plan;
- 9) Familiarity with the HIV-positive community a plus;
- 10) Access to reliable transportation and the ability to be insured;
- 11) Availability to work some evenings and weekends;
- 12) Computer skills and knowledge including word processing, spreadsheets and database operations;
- 13) Demonstrated ability to create visually appealing outreach materials and public presence of the program;
- 14) Demonstrated ability to provide culturally competent services to people living with HIV and communities of color;
- 15) Bilingual a plus (English/Spanish fluency);
- 16) Experience with family violence population a plus. (Certification in family/domestic violence preferred);
- 17) 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.

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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 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.