Position: Youth Development Coordinator
Program: Children, Youth and Family Services – The Youth Center on Highland
Department: Children, Youth and Family Services
Reports to: Youth Development Program Supervisor
Compensation: $43,680.00/Annually
Status: 100%, Full-Time, Regular, Exempt
Probation: 90 Days
Benefits: Medical, Vision, Dental, and Life Insurance; also, including Long Term Disability and Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY:
Coordinate youth development programming for youth experiencing homelessness and at-risk lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth, ages 15 to 24 years, to encourage them to engage in programming to develop a sense of competence, usefulness, power and belonging.

ESSENTIAL FUNCTIONS:
1) Research, develop, implement and coordinate youth development programming for youth experiencing homelessness and at-risk LGBTQ youth incorporating a model for Positive Youth Development;
2) Develop and facilitate Positive Youth Development curriculum for youth with the purpose of increasing their sense of a positive future self (based on the theory of possible selves); facilitate three groups and workshops each week; coordinate monthly staff and member community forums;
3) Encourage members to participate in all Youth Center groups and activities; provide a minimum of two opportunities each month for youth to participate in groups, outings and social activities; coordinating a minimum of two opportunities each month for youth engagement in the community, e.g. community volunteer opportunities;
4) Develop, support and coordinate the youth leadership program, The Youth Ambassadors; facilitate weekly group meetings and ambassador office hours; support planning and implementing of all ambassador events and activities; recruit a minimum of 12 members or enough to maintain a cohort of 6 ambassadors to participate over 12 months;
5) Collaborate with other Los Angeles LGBT Center departments and outside organizations, and other HHYP (Hollywood Homeless Youth Partnership) agencies on youth events, resources and youth development opportunities; Rainbow Summer Nights, Beauty Day, Black History Month;
6) Participate in case management, education, employment and youth development meetings to support a young person’s engagement in their broader case plan;
7) Recruit, train and schedule volunteers to assist in planning and facilitating events and activities; provide support and coaching;
8) Prepare month-end reports and other administrative duties as required to meet program and funder needs;
9) Participate in staff meetings, planning meetings and other meetings;
10) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:
1) Experience working with the LGBTQ community and familiarity with issues of 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) 4-6 years of education in Arts, Education, Psychology or other Behavioral Science or equivalent work experience desirable;
5) Experience working with youth in a youth development setting and knowledgeable of the principles of Positive Youth Development; demonstrated ability in engaging youth and facilitating workshops;
6) Knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth, particularly those who are homeless, at-risk and may have substance abuse and mental health issues;
7) Good verbal and written communication skills, including strong organizational, detail and interpersonal skills;
8) Excellent computer skills including word processing, database operations, spreadsheets, and other software systems;
9) Be available to work a flexible schedule that includes weekends and evenings; attending conferences, events and activities;
10) Access to reliable transportation and the ability to be insured;
11) Current CPR Certificate;
12) Bilingual (Spanish/English preferred) a plus.
13) 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
Or submit a cover letter with application/resume to:
Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028