Position: Youth Employment Coordinator
Program: Children, Youth, and Family Services
Department: Children, Youth, and Family Services
Reports to: Program Supervisor, Education and Employment
Compensation: $45,760/Annually
Status: 100%, Full-Time, Exempt,
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 young adults, ages 16 to 24 years, to assist them in developing and career plans; attaining and maintaining employment.

ESSENTIAL FUNCTIONS:
1) Working with the youth employment team, implement, coordinate and develop an Employment Program at the Youth Center on Highland;
2) Coordinate all elements of the Employment Program that includes assessment, resume preparation, career planning, job search trips, computer skills workshops, work readiness workshops and invited speaker workshops;
3) Work with clients individually and in groups to develop their individualized employment plans; implement a Supported Employment model (Individual Placement and Support IPS) that provides wrap around support and resources to members to help ensure all aspects of their employment plans are addressed; develop education programming specific to individual employment plans;
4) Arrange and oversee employment field trips, job search trips, visiting speakers, employment groups and other activities;
5) 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 members to ensure positive and beneficial placements and outcomes;
6) Work with community partners such as the Los Angeles Economic and Workforce Development Department (EWDD), UCLA’s Community Based Learning Program (CBPL) and other YouthSource Centers to create opportunities for education, employment and internships for clients;
7) Implement and coordinate activities associated with the HIRE LA Summer Youth Employment Program (SYEP), UCLA’s YouthSource program and other placement opportunities for members;
8) Maintain and develop a youth alumni program to provide both support for and connection with members who have graduated from the program;
9) Track data and indicators for member enrollment, participation and progress; monitor individual member 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;
10) Participate in staff meetings, team meetings and other meetings as needed;
11) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:
1) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people.
2) A passion for the Center’s work and its mission to make the world a better place for LGBT people;
3) A minimum of 3 years’ experience in an employment, educational environment as an instructor, tutor or counselor required;
4) A minimum of 2 year experience in a social service with youth or related setting required;
5) Knowledge and understanding of the issues affecting gay & lesbian youth, including experience working with high risk youth (specific work with gay, lesbian, bisexual, transgender and/or runaway youth a plus) required;
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 preferred;
10) Valid California driver’s license and a clean DMV record (ability to obtain Insurance)
11) Current CPR Certificate;
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  website: www.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

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.