



<b>Position:</b>	<b>Community Safe Spaces Coordinator</b>
<b>Program:</b>	<b>Community Based Programs</b>
<b>Department:</b>	<b>Youth Services</b>
<b>Reports to:</b>	<b>Program Manager</b>
<b>Compensation:</b>	<b>\$64,480 Annually</b>
<b>Status:</b>	<b>100%, Full-Time, Regular, Exempt</b>
<b>Probation:</b>	<b>180 days</b>
<b>Benefits:</b>	<b>Medical, Dental, Vision; also including Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan</b>

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### **Center's Mission:**

Building a world where LGBT people thrive as healthy, equal, and complete members of society.

**DEPARTMENT SUMMARY:** The Youth Center serves youth up to the age of 24 who are currently at-risk of or experiencing homelessness. The Youth Center offers services in an LGBTQ+ safe and affirming environment and serves as an entry point to assist youth making the transition from homelessness to housing. Our services include meals, clothing, support groups, a charter high school, GED and college prep program, an employment preparation, training and placement program, case management, counseling, a crisis shelter and a transitional living program (TLP). Our community-based programs include services for youth at-home, in school or in systems of care.

**JOB SUMMARY:** The Community Safe Spaces Coordinator will provide leadership and oversight to the Out for Safe Spaces® program for lesbian, gay, bisexual, transgender, queer, and questioning youth, (LGBTQ+) ages 24 and under in Los Angeles and in national organizations seeking to adopt the campaign and create digital training content. Work closely with Center staff and volunteers to help youth develop a sense of competence, usefulness, power and belonging.

### **ESSENTIAL FUNCTIONS:**

- 1) Launch the Out for Safe Spaces® initiative and provide leadership to the Youth Services OFSS program, including, but not limited to, coordinating online trainings, distribution of the OFSS roll-out toolkit, and distributing OFSS badges and other collateral;
- 2) Recruit and support organizations for the OFSS program, responding within 2 business days when someone inquires about the program;
- 3) Work with partner agencies to provide technical support with materials, trainings, badges, social media, and curriculum and maintaining regular contact with partners and documenting meetings;
- 4) Develop online training content using a Learning Management Platform cultivated to program and organization needs;
- 5) Provide online and in-person training and technical assistance services for individuals and agencies involved in community-based programs;
- 6) Engage with local middle and high school students through the Center's Community Action Network (CAN); connecting the work of school-based LGBTQ+ clubs with OFSS;
- 7) Mobilize youth and adult coalition members to identify and recognize safe & sober spaces for LGBTQ+ youth in Los Angeles.
- 8) Work on substance prevention initiatives such as identifying safe spaces for LGBTQ+ youth in Los Angeles, influencing changes to policies or laws in community organizations around LGBTQ+ inclusivity; creating prevention messaging and media campaigns;
- 9) Develop and implement evaluation tools to regularly assess and improve the effectiveness of the program;
- 10) Support CAN's Leadership Institute;
- 11) Support the annual Models of Pride and the Models of Pride Prevention Day conferences;
- 12) Prepare month end reports and other administrative duties as required to meet program and funder needs;
- 13) Other duties as assigned;

### **JOB QUALIFICATIONS:**

- 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) Minimum 3 years' experience in education, school services, or related experience, and working with at-risk youth;
- 4) Bachelor's Degree in education, psychology, sociology, or related field. Experience and/or current enrollment in a related degree program may be substituted for a completed degree;

- 5) Minimum 2 years' experience in group facilitation and creating training content;
- 6) Minimum 1 year experience with a learning management platform such as Absorb, Adobe Captivate, etc.;
- 7) Working knowledge and experience with youth serving-organizations;
- 8) Excellent verbal and written communication skills, interpersonal and organizational skills;
- 9) Competent computer skills and knowledge of software including Word, Excel, PowerPoint, Outlook and databases;
- 10) Sensitivity to and appreciation of the particular needs and challenges of lesbian, gay, bisexual, transgender, queer, and questioning youth and other marginalized and at-risk youth;
- 11) Be available to work a flexible schedule that includes weekends and evenings, and travel;
- 12) Access to reliable transportation and the ability to be insured;
- 13) 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 status, and physical abilities in a multicultural environment.

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E-mail cover letter and resume as an attachment to [jobs@lgbtcenter.org](mailto:jobs@lgbtcenter.org) website: [www.lgbtcenter.org](http://www.lgbtcenter.org)

Or submit cover letter with application/resume to:

**Los Angeles LGBT Center, Human Resources Dept., 1118 McCadden Place, Los Angeles, CA 90038**

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.

**The Center has implemented a policy requiring all staff to be fully vaccinated against COVID-19 as a condition of employment, subject to applicable federal, state and local laws. For more information, please contact [tyamato@lgbtcenter.org](mailto:tyamato@lgbtcenter.org)**