NORTH COUNTY LGBTQ RESOURCE CENTER

3220 Mission Avenue, Suite 2, Oceanside, CA 92058

Job Title: Bilingual Youth Programs Director (Spanish)
Reports to: Director of Operations
FLSA Status: Non-Exempt
Position Type: Part-Time/Regular 25 to 30 hours/week, with room to grow.
Compensation: $20 – 22 an hour DOE

Supervisory Responsibility: Volunteers, youth leaders, and potentially interns. No staff direct reports, but room to grow department.

Benefits Include: Matched IRA, generous vacation and holiday PTO, Professional Development Experiences.

Start: As soon as possible with target start date by January 2022.

Closing Date: Interviews conducted on a rolling basis until position is filled.

Organization Background:

The North County LGBTQ Resource Center serves, advocates, and empowers the diverse LGBTQIA+ community of north county San Diego and beyond and has operated for the past decade out of Oceanside, California providing an array of targeted services, programs, and resources. Our work impacts the lives of lesbian, gay, bisexual, queer, trans, nonbinary, gender nonconforming, immigrant, and HIV communities.

We envision a community where everyone lives in equality, feeling accepted, valued, safe and free from social stigma. The work of our staff, board, and volunteers is to actualize that vision in our advocacy, community, education, and health and social support services.

Position Summary:

Incumbent will exercise sound judgment with involvement in all aspects of The North County Center's youth programming. The successful candidate will leverage available resources to equitably provide outreach, mentorship, advocacy, education, and social programming within three age groups (middle school, high school, and transitional age youth). Candidates should support our organizational values and include a demonstrated commitment to racial equity and inclusion, social Justice, commitment to serve the most vulnerable, and accountability and transparency.

The position may be completed through a combination of on-site and remote work. Flexible work schedule, provided meetings and programs are appropriately supported through a combination of youth leaders, volunteers, or staff.

Duties and Responsibilities:

Under supervision of the Director of Operations, responsibilities include planning, coordinating, and budgeting for events, programs, speaking opportunities, and other strategic initiatives competently targeted to our youth community and stakeholder's needs.

Essential Duties:

- Support a cohort of youth leaders to advise and support implementation of youth programs.
- Educate, engage, and hold space for a diverse youth population with varying programming, planning, and event needs.
- Coordinate weekly and monthly in-person and virtual groups, as needed
- Brainstorm and collaborate with youth leaders, volunteers, and staff to produce impactful programs that address needs and provide tangible outcomes.
- Lead a team of volunteers and youth leaders to promote programs and events through appropriate and culturally competent means, in print, digital collateral, or application/platform outreach.
- Attend community in-person and virtual events on behalf of Project Youth and/or The North County Center, as needed.
- Draft and timely submit reports including event surveys, monthly staff reports, program and event budgets, and other documentation as needed.
- Attend or contact GSA clubs across North County San Diego.
- Attend and provide input a regular meeting with management and support staff.
- Provide structure and support for GSA Advisors.
- LGBTQI Awareness Training in Campuses and GSAs

Annual Events:

- GSA Awards
- Youth Leadership Summit
- Dining Out for Life – supporting role
- Youth Prom
- Pride by the Beach (planning and youth programming)
- Annual Gala – supporting role
- Transgender Day of Empowerment and Remembrance

Desired Qualifications:

- **Language Skills**: Fluency in English and Spanish is required.
- Demonstrated competencies in regulating, planning, and implementing programs, social events, or other projects for diverse audiences.
- Previous success in producing reports, audits, or other deliverables summarizing event or program data.
- Leadership in designing, measuring, and attaining strategic goals.
- Previous experience facilitating and coordinating diverse volunteer base preferred.
- Experience explaining changes and passing new information to everyone.
- Experience in outreach work, especially with bilingual and diverse communities.
- Reliable transportation with the ability to travel as frequently throughout San Diego County, is required.
- Knowledge, passion, and commitment to ameliorating issues impacting the LGBTQIA+ community and advancing equity and social justice generally.
- Experience working in social justice, the LGBTQIA+ and/or HIV community, and/or in a non-profit setting strongly preferred.
- Excellent verbal and written communication skills, including strong organizational, detail, and interpersonal skills; ability to establish and maintain effective working relationships with management, employees, consumers, and the community members.
- A passion for The Center's work and its mission.
- **Communication/Computer Skills**: Excellent writing skills in various styles/tones. Strong proofreading, research and editing skills. Must be comfortable working in PC/Windows-based environments. Proficiency with Microsoft Office, particularly Word, PowerPoint and Excel and is required. Google Suites proficiency is preferred.
- **Other Skills:** Demonstrate competency working with diverse populations. Ability to manage multiple tasks with shifting priorities. Must demonstrate sound judgment and decision-making skills. Ability and availability to work evenings and weekends.
- Lived experience as a member of a historically under-served community (e.g., low income, communities of color, LGBTQIA+ communities, immigrant communities, etc.) strongly encouraged to apply.
- Note: Friendly, empathic, self-motivated, and community-driven leaders with unique combination of skills may still apply by clearly translating relevant skill or talent.

Conditions of Employment:

- You must sign the Center’s non-disclosure/confidentiality agreement.
- You must complete a W-4 form for income tax withholding.
- You must complete an I-9.
- You must submit to and pass a background check.

- You must have a valid California driver's license, provide proof of insurance, and own your own vehicle.
- You are expected to abide by all federal, state, and local laws.
- You will be required to sign acknowledgment of and comply with Center policies and procedures.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Equal Opportunity:

The North County LGBTQ Resource Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender queer and/or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, HIV or AIDS status, medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

To Apply:

Email a cover letter and resume as attachments in Word or PDF to Allan Acevedo at operations@ncresourcecenter.org with the position title in the subject line. You may also mail your application materials to 3220 Mission Avenue, Suite #2 Oceanside, CA 92058. No phone calls please.