



NORTH COUNTY LGBTQ RESOURCE CENTER

3220 Mission Avenue, Suite 2, Oceanside, CA 92058

Job Title: Unicorn Home Program Manager

Reports to: Director of Operations and Executive Director

FLSA Status: Non-Exempt

Position Type: Full Time/Regular 40 hours/week

Compensation: \$25 an hour

Supervisory Responsibility: No supervisory responsibility

Staff reports, grant reports and narratives collaborated with grant accountant.

Benefits Include: Full Health benefits, matched IRA, generous vacation and holiday PTO, professional development experiences.

Start: May 1, 2024

Closing Date: Until 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 Unicorn Homes programming. The successful candidate will leverage available resources to equitably provide outreach, mentorship, advocacy, education, and social programming along with case management services to TAY age groups and other designated range of age groups of people needing assistance. 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 field work. Work schedule is 9:00am-6:00 pm

Duties and Responsibilities:

Under supervision of the Director of Operations, responsibilities include planning, coordinating, and budgeting for Unicorn Homes program. Including host home coordination, Unicorn Village cottages, annual host homes event, speaking opportunities, and other strategic initiatives competently targeted to our unhoused community members.

Essential Duties:

- Actively support and engage host homes for youth
- Case management and resource/service distribution
- Educate, engage, and hold space for a diverse population with varying programming, planning, and event needs.
- Coordinate host homes by recruiting and training and cultivating relationships to successfully matching to the needs of youth.
- Brainstorm and collaborate with community leaders, volunteers, and staff to produce impactful distribution of resources to address needs and provide tangible outcomes.
- Work collaboratively with a team to meet the needs of the program, including Unicorn Village and to communicate through appropriate and culturally competent means, in print, digital collateral, or application/platform outreach.
- Attend community in-person and virtual events and trainings on behalf of Unicorn Homes and/or The North County Center, as needed.
- Draft and timely submit reports including data collection, surveys, monthly staff reports, grant documentation program and event budgets, and other documentation by deadlines.
- Attend and provide input a regular meeting with management and support staff
- Recruiting new hosts families into the program

Desired Qualifications:

- **Language Skills:** Fluency in English and Spanish is preferred
- A passion for The Center's work and its mission
- Experience in case management
- 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.
- 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 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.
- **Computer Skills:** Must be comfortable working in Macintosh -based environments. Proficiency with Microsoft Office, particularly Word, PowerPoint and Excel and is required.
- 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.

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 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.

