



NORTH COUNTY LGBTQ RESOURCE CENTER

1919 Apple St. Oceanside CA 92054

Job Title: Project Youth Program Manager

Reports to: Director of Operations

FLSA Status: Non-Exempt

Position Type: FT

Compensation: \$25-\$27an hour BOE

Supervisory Responsibility:

- Oversight of afterschool program, youth services staff, volunteers including facilitators and committee

Benefits Include: Matched IRA, PTO, 7 Days of Sick Time, 100% paid Medical/Dental

Start: As soon as possible

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 and services. 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). Library programming and GSA outreach, social support groups, activities, after school program and youth related events, 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 will be completed through on site and field 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 youth programs and services, organizing a committee to produce events, , after school opioid use prevention program, advocacy, outreach, speaking opportunities, fundraising and other strategic initiatives competently targeted to our youth community

Essential Duties:

- Support a cohort of youth leaders to advise and support implementation of youth programs, advocacy and services.
- Educate, engage, and hold space for a diverse youth population with varying programming, planning, and event needs.

- Assist with support groups as needed
- Advocate and collaborate with youth leaders, volunteers, community partners 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 including weekends and evenings
- Draft and timely submit reports including event surveys, grant reports and other documentation as needed.
- Coordinate and network with GSA clubs across North County San Diego.
- Attend and provide input a regular meeting with management and support

Desired Qualifications:

- Fluency in English and Spanish is **preferred**.
- A passion for The Center's work and its mission.
- Demonstrated competencies in regulating, planning, and implementing programs, social events, or other projects for diverse audience
- Previous experience coordinating diverse volunteer base
- 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.
- 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.
- **Communication/Computer Skills:** Excellent writing skills in various styles/tones. Strong proofreading, research and editing skills. Must be comfortable working with Apple and MS365 Suite

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@northcountycenter.org .

You may also mail your application materials to 1919 Apple St. Oceanside, CA 92054



