



San Diego LGBT Pride

Job Description – Youth Programs Coordinator

Job Title: Youth Programs Coordinator
Reports to: Education & Advocacy Manager
FLSA Status: Non-Exempt
Pay Rate: \$15.00/hour, 15 hours per week
Position Type: Part-Time/Temporary

Summary

As part of San Diego Pride’s mission to foster pride, equality, and respect for all LGBTQ communities locally, nationally, and globally, the Youth Programs Coordinator will play a key role in fulfilling this mission by assisting with the coordination of the organization’s year-round youth leadership development and engagement programs.

The Youth Programs Coordinator will work closely with the Education & Advocacy Manager to ensure the organization’s youth programs are thriving and meeting the needs of the LGBTQ youth Pride serves throughout the year. This position is part-time (15 hours per week) and guaranteed for one full calendar year from start date, with the potential for continued employment dependent on future funding.

Essential Duties & Responsibilities

Assist in the coordination of Pride’s youth programming while providing training, logistical, resource, community, and administrative support to Youth Program Department leads including but not limited to Pride Youth Leadership Academy, Lunch Bunch, Fridays at Pride, Pride Youth Marching Band, and Pride Youth Art Show.

Provide logistical, resource, and organizational support to coalition-led projects and programs. Collaborate with LGBTQ youth-serving professionals in the San Diego region. Foster leadership among LGBTQ junior-high and high-school-aged youth through Pride’s youth programs.

Required Knowledge, Skills, and Experience

- Outreach & Engagement – Outgoing and articulate; Connects LGBTQ youth and youth-serving professionals to Pride’s youth programs.
- Teaching & Training- Clearly explains concepts; Varies presentation style to satisfy different learning needs.
- Planning & Organizing – Time management and organizational skills necessary to manage multiple projects, appropriately prioritize workload, plan for resources to meet deadlines and goals, and work independently in day-to-day functional needs.
- Communication - Strong verbal and written communications skills necessary to present data effectively. Able to speak persuasively and write clearly and concisely.
- Problem Solving - Ability to anticipate and identify problems and use sound judgment and fact-based analysis to develop effective and efficient solutions. Demonstrated application of judgment based on experience and knowledge.

Founded in 1974, San Diego LGBT Pride is a 501(c)3 nonprofit organization whose mission is: Fostering pride in, and respect for, all lesbian, gay, bisexual, and transgender communities, locally, nationally, and globally. www.sdpride.org

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- Diversity and Inclusivity – Experience working with diverse communities; Demonstrated understanding of LGBTQ issues, equity, equality, inclusivity, and intersectionality.
- Software Skills – Including use of Microsoft Office, Dropbox, Google Drive, and web-based applications.

Minimum Qualifications

- Education: Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.
- Experience: 1-2 years of progressively responsible experience working or volunteering with youth and/or in the LGBTQ community is preferred. Can substitute a combination of education & experience.
- Preferred Field of Expertise: Youth Organizing, Coalition Building, Informal Education Settings, LGBTQ Issues and Programming
- Background Check: Employees working with youth must be able to pass a background check, conducted by San Diego Pride prior to offer of employment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

San Diego Pride is an equal opportunity employer.

Job Location

San Diego, California

To Apply

Send a resume and cover letter to Jen LaBarbera, Education & Advocacy Manager, at jen@sdpride.org. No phone calls or office visits, please.

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