



Job Description

Youth Program Associate

Reports to: Client Services Manager

Job Summary:

The Youth Program Associate (YPA) engages LGBTQ youth (aged 13 – 24) through community programming and outreach to create safe spaces for LGBTQ youth. This position requires knowledge of HIV/AIDS and PrEP within the MSM (Men who have Sex with Men) community. The YPA will be responsible for empowerment and educational workshops, social support events, sex education, and substance abuse prevention, mental health services, academic tutoring, and job development assistance under our youth program YouthConnect. Other services that the YPA is responsible for are; linking youth to our PrEP Counselors to secure successful navigation to medication, escorting members to HIV testing locations, and providing support as needed. The YPA is responsible for working with the Client Services Manager (CSM) to track and manage client data and submit reports to grant funders. In addition, this staff member will be responsible for working in tangent with the CSM on all youth related activities and events hosted or co-hosted by Hudson Pride. The YPA will be responsible for supervising YouthConnect interns and volunteers as well. This is a part-time position.

Responsibilities:

- Create and Facilitate weekly YouthConnect meetings
Create partnerships with other agencies to co-host monthly youth events.
- Work with the Client Service manager to create outreach schedules, strategies, and initiatives that target areas that are frequented by LGBTQ youth
- Conduct outreach both in-person and through social media to LGBTQ youth, and accurately maintain outreach logs, data and client records
- Conduct client intakes and assessments to address the needs of youth involved with Hudson Pride Center;
- Accurately collect, record, and maintain client case files and charts necessary for intake and referral to care process, and work alongside Client Services Manager to develop YouthConnect reports
- Follow-up with clients through phone calls, email, and social media, and maintain case notes focusing on client's progress towards career and educational goals
- Network with community stakeholders, leaders and other service providers in order to create more cohesive services for LGBTQ youth
- Work directly with Medical Staff to connect with new clients and help them receive needed services
- Attend all HPC staff, outreach, and Team Planning meetings and development opportunities
- Supervise YouthConnect interns and volunteers
- Report to work on time and prepared
- All other duties deemed necessary by Client Services Manager



Hudson Pride Center
Temporarily Housed at CarePoint Health, Christ Hospital
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Michael Billy, Chief Executive Officer
Elizabeth Schedl, Chief Operations Officer

Qualifications/Requirements:

- Minimum of one (1) year work experience with youth aged 13 – 24
- Minimum of Associates Degree in social services or similar field; BA in social services field preferred
- Extensive knowledge of issues which affect LGBTQ youth, including STI's and HIV/AIDS, PrEP, substance abuse, and homelessness
- Familiarity with Hudson County area services and social venues where target communities are known to congregate
- Creative individual with facilitation experience
- Familiarity with conducting outreach at community events and through social media
- Familiarity with developing programs and creating safe spaces for LGBTQ youth
- Excellent interpersonal skills and ability to communicate in a professional manner with clients
- Excellent time organizational skills, management skills, attention to detail, and ability to manage multiple projects
- Functional working knowledge of Microsoft software, databases, spreadsheets, Google drive and social media platforms
- Strong written and verbal skills in English, with secondary written and spoken fluency in Spanish preferred
- Self-Identified passion for members of marginalized communities, especially the LGBTQ community

To Apply: Email your resume and cover letter to the Client Service Manager, Stephanie Mills at stephaine@hudsonpride.org