

## Job Description

### Youth Program Coordinator (YPC)

**Reports to:** Director of Programs (DOP)

#### Job Summary:

The Youth Program Coordinator of HPC's YouthConnect (YC) Program engages LGBTQ+ youth (aged 13 – 24) through community-based programming and outreach to create safe spaces for LGBTQ+ youth to socialize and gain life skills that can help them to more successfully navigate society as sexual/gender minorities. The YPC position requires candidates to have in-depth knowledge of LGBTQ+ youth issues, HIV/STIs and substance abuse prevention and group facilitation skills. As the YPC position functions across multiple program areas within HPC, the YPC will be expected to: (1) link HIV at-risk LGBTQ+ youth to HIV Testing and then to either HPC's HIV prevention (PrEP) program or HPC's MAI program, depending upon testing results; (2) plan and facilitate a weekly empowerment group with workshops that focus on providing LGBTQ+ youth with LGBTQ+ affirming support, education, socialization and life skills that can increase their overall safety and well-being, improve their mental health outcomes, decrease substance use, and prevent HIV/STI transmission; (3) plan and coordinate LGBTQ+ affirming social support events; (4) provide and/or link LGBTQ+ youth to academic tutoring and/or career development services and (5) advocate for, promote and support the establishment of LGBTQ+ affirming services and/or groups at schools/colleges and youth-serving organizations in Hudson County. The YPC is responsible for working with the Director of Programs (DOP) to track and manage client data, submit reports to grant funders, develop new YC initiatives and assist with grant writing or community training on LGBTQ+ youth issues, as needed. In addition, this staff member may also be responsible for supervising YC interns and/or YC support staff.

#### Responsibilities:

- Work with the DOP 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 identify and subsequently address the needs of youth involved with HPC through referrals and/or linkages to appropriate bio-psycho-social services/programs at HPC or in the community;
- Provide 1:1 mentoring/social support to at-risk YC members, as needed/requested by youth;
- Follow-up with clients through phone calls, email, and social media, and maintain case notes focusing on client's progress towards health, socialization, career and/or educational goals
- Accurately collect, record, and maintain client case files and charts necessary for intake and referral to care process, and work alongside DOP to develop YouthConnect reports

- Develop topics (curriculum) for and facilitate weekly YouthConnect groups
- Identify and engage key stakeholders in community with skills they can impart to YC members during groups or social events
- Conduct outreach and education around HIV testing and PrEP Programs.
- Collaborate with community-based schools and/or youth-serving organizations to improve access and engagement of LGBTQ+ youth to needed academic, health, and/or social services at those locations, at HPC or at other providers
- Deliver LGBTQ+ youth-focused sensitivity trainings to youth in the community and/or youth-serving organizations
- Participate as a member in at least one community task force, association, group, etc. that focuses on youth in order to ensure LGBTQ+ youth needs are being considered/addressed
- Attend all HPC staff, outreach, and Team Planning meetings and development opportunities
- Maintain confidentiality while building healthy relationship with youth
- Supervise YouthConnect interns and/or YC support staff, as assigned
- Report to work on time and prepared
- All other duties deemed necessary by Director of Programs, Client Engagement Manager, Clinical Director and/or Executive Director

### **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 STIs and HIV/AIDS, substance abuse, and homelessness
- Moderate knowledge of PrEP
- Able to travel for PrEP and HIV/AIDS Training(s)
- Familiarity with Hudson County area services and social venues where target communities are known to congregate
- Creative individual with workshop/group 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
- Self-motivated and able to responsibly engage and motivate individuals in target audiences
- 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 working with members of marginalized communities, especially the LGBTQ+ community
- Must be a team player

**Hours:** This is a full-time /40 hours per week position. The work hours will vary based on HPC and clients' needs. General weekday, night and weekend availability is needed.

\*This is a fully in person position.

**Location:** Office hours and weekly groups will occur in Jersey City and/or Union City; outreach/community engagement expected throughout all of Hudson County NJ, New Jersey

**HOW TO APPLY:** Please send your resume and cover letter to Stephanie Mills at [Stephanie@hudsonpride.org](mailto:Stephanie@hudsonpride.org)

*Hudson Pride Center is an equal opportunity employer and an inclusive organization. People of color, women, and LGBTQ+ people are strongly encouraged to apply.*