



Hudson Pride Center
3000 John F Kennedy Blvd Suite 306
(201) 963 4779
www.hudsonpride.org
Elizabeth Schedl, Executive Director

YOUTH PROGRAM COORDINATOR

Location: Jersey City, NJ / Union City, NJ

Department: Youth Services

Reports To: Director of Youth Services (DYS)

Employment Type: Full Time

Compensation: \$27 to \$29 per hour, depending on experience and qualifications.

Benefits: Hudson Pride Center offers a comprehensive benefits package for eligible employees, including access to health insurance, paid time off, and paid holidays.

POSITION SUMMARY

The Youth Program Coordinator (YPC) is responsible for developing, coordinating, and implementing engaging, affirming, and inclusive programs and services for LGBTQ+ youth ages 13–24 across Hudson County. This position creates safe, welcoming environments where young people can build community, access resources, develop leadership skills, and receive support that promotes their overall health and well-being.

The Coordinator plans and facilitates youth programming, including educational workshops at Hudson Pride Center (HPC), in local middle schools, high schools, colleges, and other community settings; support groups, social events, leadership development opportunities, community outreach, and special initiatives that empower LGBTQ+ youth. The position also builds and maintains partnerships with schools, families, community organizations, and youth-serving agencies to increase access to affirming resources and expand HPC's reach throughout Hudson County.

As part of HPC's integrated health and wellness services, the Coordinator provides HIV prevention education, conducts confidential rapid HIV testing, promotes PrEP and PEP awareness, and connects youth to HIV, STI, behavioral health, and other supportive services. The Coordinator helps reduce stigma while supporting youth in accessing culturally responsive, affirming care.

The Youth Program Coordinator is responsible for maintaining accurate documentation, collecting program data, assisting with grant reporting and evaluation, coordinating volunteers and youth ambassadors, and collaborating with internal staff and community partners to ensure HPC's youth programs remain innovative, accessible, and responsive to the evolving.

The YPC will work across multiple areas within HPC, including:

1. Connecting youth at risk who identify as LGBTQ+ to HIV testing and either the HIV prevention (PrEP) program or the MAI program based on results.
2. Planning and facilitating a weekly empowerment group with workshops focused on LGBTQ+ support, education, socialization, and life skills to enhance safety, well-being, and mental health and reduce substance use and HIV/STI transmission.
3. Coordinating LGBTQ+ affirming social support events on an ongoing basis.
4. Providing or linking LGBTQ+ youth to academic tutoring or career development services.
5. Advocating for and supporting the creation of LGBTQ+ affirming services and groups in Hudson County schools, colleges, and youth organizations.
6. Collaborating with New Jersey Statewide Student Support Services (NJ4S) to support LGBTQ+ youth mental wellness and prevention initiatives.

The YPC is responsible for tracking and managing client data, reporting to grant funders, developing new YC initiatives, and assisting with grant writing or community training on LGBTQ+ youth issues as needed. The YPC may also supervise YC interns and support staff.

ESSENTIAL RESPONSIBILITIES

Outreach and Engagement

- Collaborate with the Director of Youth Services (DYS) to create outreach schedules, strategies, and initiatives targeting areas frequented by LGBTQ+ youth.
- Conduct in-person and social media outreach, maintaining accurate logs, data, and client records.

Case Management and Support

- Conduct client intakes and assessments to identify and address the needs of youth through referrals or linkages to services at HPC or in the community.
- Provide 1:1 mentoring and social support to youth at risk as needed.
- Follow up with clients via phone, email, and social media, maintaining case notes on their progress.
- Accurately collect and maintain client case files, working with DYS to develop YouthConnect reports.
- Maintain confidentiality while building healthy relationships with youth.

Group Facilitation and Programming

- Develop and facilitate weekly YouthConnect group topics and curriculum.
- Engage community stakeholders to contribute skills to YC members during groups or events.
- Develop, coordinate, and deliver engaging, culturally responsive workshops, presentations, and educational programming for youth- and family-serving community organizations.
- Design, tailor, and facilitate age-appropriate, interactive workshops and educational sessions for students in school-based settings, addressing identified needs and promoting youth development, health, wellness, and community engagement.

Community and Systems Collaboration

- Collaborate with schools and youth organizations to improve LGBTQ+ youth access to academic, health, and social services.
- Deliver LGBTQ+ youth-focused sensitivity training to community members and organizations.
- Participate in community task forces or groups focused on youth, ensuring LGBTQ+ needs are addressed.

HIV Testing & Linkage to Care

- Conduct confidential rapid HIV testing in accordance with NJDOH protocols, agency policies, and applicable federal and state regulations.
- Deliver HIV prevention education, including information regarding PrEP, PEP, STI prevention, and risk-reduction strategies.
- Coordinate referrals and linkage to HIV medical care, behavioral health services, PrEP providers, and additional community resources when appropriate.
- Conduct community outreach to increase awareness of and expand access to HIV testing services among priority populations through education, engagement, and strategic partnerships.



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Administrative and Supervisory Duties

- Attend all HPC staff, outreach, and planning meetings and development opportunities.
- Supervise YC interns and support staff as assigned.
- Perform other duties as assigned by the Director of Youth Services, Client Engagement Manager, Clinical Director, or Executive Director.

QUALIFICATIONS

- Minimum of one year of experience working with youth ages 13 to 24.
- Minimum of an Associate's Degree in social services or a related field; BA preferred.
- Extensive knowledge of LGBTQ+ youth issues, including STIs, HIV/AIDS, substance abuse, and homelessness.
- Moderate understanding of PrEP.
- Willingness to travel for PrEP and HIV/AIDS training.
- Familiarity with Hudson County services and venues frequented by target communities.
- Creative with workshop and group facilitation experience.
- Experience with community event outreach and social media.
- Experience developing programs and creating safe spaces for LGBTQ+ youth.
- Excellent interpersonal skills and ability to communicate professionally with clients.
- Strong organizational skills, attention to detail, and ability to manage multiple projects.
- Self motivated with the ability to engage and motivate individuals in target audiences.
- Proficiency in Microsoft Office, Google Drive, databases, spreadsheets, and social media platforms.
- Strong written and verbal skills in English; Spanish fluency preferred.
- Passion for working with marginalized communities, especially the LGBTQ+ community.
- Must be a team player.

WORKING CONDITIONS

Primarily office-based with regular travel between Hudson Pride Center locations and travel throughout New Jersey for meetings, trainings, outreach activities, conferences, community events, advocacy activities, and organizational functions.

This position requires a flexible schedule, including frequent evening and weekend work to support community events, outreach initiatives, trainings, and organizational programming.

Ability to lift up to 25 pounds, with or without reasonable accommodation, and assist with event setup, breakdown, transportation of materials, and other event-related needs.

HOURS

This is a full-time, 40-hour per week position. Work hours will vary based on organizational needs and regularly include daytime, evening, and weekend responsibilities. Flexibility is required to support community events, outreach activities, trainings, fundraising initiatives, and organizational functions throughout the year.

LOCATION



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This position supports both Hudson Pride Center office locations in Jersey City and Union City. Regular travel throughout New Jersey is required. A valid driver's license and access to reliable transportation are required. Mileage for work-related travel is reimbursed in accordance with organizational policy.

HOW TO APPLY

Please submit a resume and cover letter to info@hudsonpride.org.

Hudson Pride Center is an Equal Opportunity Employer committed to fostering a diverse, inclusive, and welcoming workplace for all employees and community members. Applicants who need a reasonable accommodation to participate in the application or interview process may request one by contacting us at the email address above.