Community Outreach and Education Coordinator - Bilingual

Position: Community Outreach and Education Coordinator - Bilingual  
Department: Programs  
Location: Pacific Pride Foundation, Santa Maria, CA

ORGANIZATION

Pacific Pride Foundation (PPF) is the largest LGBTQ+ center between Los Angeles and San Francisco, serving all of Santa Barbara County. Partnering with 65 educational and nonprofit agencies, we create a thriving and visible LGBTQ+ community and prevent the transmission of HIV and HEP-C. Serving more than 10,000 people per year with an annual budget of $1.4 million, our programs focus on the health and wellness of individuals as well as the community. During Covid, we have pivoted to provide most programs virtually, including programs for youth and older adults, counseling services, LGBTQ+ competency training, community events, and advocacy. Additionally, we continue to provide the only syringe exchange program in Santa Barbara County.

POSITION SUMMARY:

Pacific Pride is seeking a full-time, Santa Maria-based Community Outreach and Education Coordinator (COE Coordinator) to join a dedicated team of professionals. Reporting to and with the support and guidance of the Community Outreach & Education Manager, the COE Coordinator will implement a robust suite of community Outreach and Education programs countywide, including youth and older adult peer support groups, in-school programs, training and education services, and certain community-based events.

Community Outreach

PROUD Older Adult Program: Proud Older Adult programs are focused on LGBTQ+ adults aged 50 and older. These programs provide social connection and engagement.

- Facilitate programs for LGBTQ+ older adults, including regular luncheons, speakers, and in-community activities.
- Research, update and provide resource access for older adults.
- Conduct LGBTQ+ trainings for senior centers that fulfill their requirements for AB 663. This includes developing a speakers bureau of older adults to assist with trainings.

PROUD Youth and Family Program: PROUD Youth and Family Programs are focused on LGBTQ+ youth aged 12-17, LGBTQ+ youth younger than 12, LGBTQ+ youth aged 18-25, and the family of LGBTQ+ youth. These programs provide social engagement, leadership development and organizing training.

- Facilitate, and grow programs for LGBTQ+ youth (12-17), including regular peer support meetings for LGBTQ+ youth and LGBTQ+ youth of color.
- Facilitate, and grow summer programs for LGBTQ+ youth.
- Assist with the execution of the annual Youth Connect Conference and PROUD Prom, including logistics, programming and recruitment.
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- Serve as a resource and support for LGBTQ+ parents and family of LGBTQ+ children through trainings and phone consultations
- Work with COE Manager to develop and launch LGBTQ+ parent and family programs to provide social engagement and support.
- Work with the COE Manager to expand the PROUD Youth Program below age 12, to meet increasing needs of children and young families.
- Work with the COE Manager to develop PROUD Youth Program for Transition Age Youth (18-25).

Safe Schools Outreach: Safe Schools Outreach includes school-based programs.

- Provide school and district-specific trainings.
- Provide monthly visits to high school and middle school Gender & Sexuality Alliances (GSAs)
- Work with school counselors and psychologists regarding culturally competent mental health services for LGBTQ+ youth, and referrals process to PPF.
- Serve as authority for local school districts on the FAIR Education Act, AB 1266 and the California Healthy Youth Act; advocate for and ensure administration of LGBTQ+ Identity Education requirements in Santa Barbara Unified School District and other districts as invited.
- Help area GSAs identify a shared program calendar with key observances (e.g. Transgender Day of Remembrance, Latinx History Month); help identify discrete fundraising goals and cross-club collaboration (i.e. with Ethnic Studies clubs and other targeted minority identity groups).

Office Support and Community Engagement

- Support general operations of the Santa Maria office.
- Recruit volunteers to support key events in LGBTQ+ departments throughout the calendar year.
- Identify community collaboration opportunities and represent PPF at north and mid-county roundtable meetings as appropriate.
- Serve as Volunteer Coordinator for the Youth Connect Conference/PROUD Prom.
- Support Spanish-speaking and Latinx client outreach by expanding Spanish-only offerings across program areas, including occasional translation and updating of Spanish-language materials.
- Provide support for the annual Transgender Day of Remembrance and Transgender Day of Visibility Events (collaborations with SBTAN).
- Support Core Staff in implementing other PPF events (i.e Pride, Canary, etc.)
- Support Grant Reporting with qualitative & quantitative data.
- Conduct surveys and use other evaluation tools to track effectiveness.
- Complete LGBTQ+ Program data entry from all LGBTQ+ Outreach.

- Other duties as assigned.

Community Education

- Facilitate trainings for diverse professional and community audiences, including monetized and non-monetized trainings regarding LGBTQ+ competency.
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- Administer pre-/post-surveys; pre-training LGBTQ+ Assessments; Maintain tracking data.
- Develop new partnerships/clients for trainings.

QUALIFICATIONS

The Community Outreach and Education Coordinator should have the following skills and experience:

- Flexible, compassionate, and supportive attitude
- Two or more years of demonstrated community outreach experience
- Experience in presenting to moderate and large audiences
- Ability to educate about sensitive social justice and health-related topics to a variety of Spanish-speaking audiences
- Introductory experience with social media administration
- Education requirement: Bachelor’s degree preferred, or equivalent experience
- Computer literate with proficiency in MS Word, Excel and PowerPoint, etc.
- Excellent written and verbal communication skills
- Sensitive to confidential information
- Bilingual – Spanish & English – Required

PHYSICAL REQUIREMENTS

The person in this position must be able to:

- Move about inside the office to access file cabinets, office machinery, storage shelves, etc.
- Lift up to 20 lbs.
- Communicate via telephone, video conference, email and in-person.
- Drive to in-person trainings, GSA visits, meetings, etc.
- This person will be required to demonstrate full Covid-19 vaccination and up-to-date boost records, take an annual TB test, and submit an MVR to demonstrate a clean driving record.
- Work occasional evenings and weekends as needed

COMPENSATION:

Compensation is $25/hr. Benefits package includes: health insurance, paid vacation sick time and holidays.

JOB TYPE: Full-time: 40 hours/week.

LOCATION

Office is located at Pacific Pride Foundation’s Santa Maria office, inside the Family Service Agency building, with occasional travel to Santa Barbara office and meetings/events.
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throughout Santa Barbara County. Due to COVID-19, candidates must be able to work both remotely and in the Santa Barbara office depending on organizational needs and safety policies.

HOW TO APPLY

Qualified candidates can apply by submitting a resume, cover letter, and salary expectations to careers@pacificpridefoundation.org.

Pacific Pride Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender identity, sexual orientation, pregnancy, disability, political affiliation, marital or family status, age, military service, or other non-merit factor.

Pacific Pride Foundation values candidates with diverse backgrounds and experiences, and we strive to maintain the highest levels of professionalism and accountability, creating opportunities for professional development and personal growth.

[Spanish below]