



White Center
Community
Development
Association

Connecting People & Place to Build Community

LGBTQIA YOUTH COMMUNITY BUILDER

Job Description

The LGBTQIA Youth Community Builder (LGBTQIA YCB) is responsible for bringing White Center LGBTQIA youth together, through successful program implementation and management of White Center PRIDE youth leadership program and through Queer and Trans youth mobilization. LGBTQIA YCB is also responsible for ensuring outreach and promotion of overall WCCDA programming. The LGBTQIA Youth Community Builder (LGBTQIA YCB) is a 20 hours per week position, \$15.00 per hour. Benefits are provided on a pro-rated bases

Application submittal: Application process closes on Friday, February 15th at 11:59 pm PST. Interested parties should send a resume and cover letter to Aaron@wccda.org. Please put with subject title "2019 LGBTQIA YOUTH COMMUNITY BUILDER".

Position/Classification: Part Time/Direct Service
Reports to: White Center Community Engagement Manager
Accountable to: White Center LGBTQIA youth and residents, neighborhood stakeholders, and policy makers
Competencies: Interpersonal and relationship building, Youth Development, LGBTQIA issues, grassroots community organizing, and outreach.

JOB DUTIES/MAJOR RESPONSIBILITIES

- **60% OF TIME: YOUTH ENGAGEMENT COORDINATION AND PROGRAMING SUPPORT**
 - LGBTQIA Youth leadership & mobilization strategies: Guide strategy development to provide LGBTQIA youth leadership trainings and ensure follow up and tracking of results.
 - Ensure LGBTQIA youth voice is at the table of all WCCDA Programming, particularly related to our neighborhood and family policy agenda.
 - Conduct regular White Center PRIDE meetings of Queer and Trans youth to ensure LGBTQIA youth of color are supported and engaged in WCCDA strategies and efforts.
 - Assist Queer and Trans youth in finding community resources and leadership opportunities while systematically following up with program participants.
 - Work with Community Engagement team to coordinate relevant LGBTQIA YCB workshops, leadership's trainings, and events.
 - Fostering and enhancing working relationships and communications with Evergreen High School's Evergreen High School's Gay Straight Alliance (GSA) club.

- **20% OF TIME: COMMUNITY EVENT**

- Provide educational, social, and community building opportunities to White Center community in relation to White Center PRIDE mission by developing 1event within the calendar year.
- Provide support to CDA signature events by ensuring LGBTQIA youth leadership and mobilization goals are tied into all White Center signature events.
- **10% OF TIME: OUTREACH LGBTQIA (Queer and Trans) COMMUNITY EDUCATION**
 - Attend reoccurring community stakeholder meeting to learn about LGBTQIA community programs and disseminate WCCDA program and policy updates as able.
 - Support in South King County LGBTQ Task Force as a WCCDA member.
- **10% OF TIME: STRATEGIC USE OF DATA/EVALUATION**
 - Record youth outreach, engagement and referral efforts and outcomes on a regular and timely basis for our data collection system apricot.
 - Maintain confidentiality of program participants and program data.
 - Support the Data and Evaluation Manager in the collection and analysis of community surveys, program evaluation and data needs for marketing materials.

DESIRED QUALIFICATIONS:

- Ability to communicate the WCCDA’s mission and vision.
- Ability to understand the needs facing marginalized residents and LGBTQIA youth and clearly articulate policy implications for the White Center community.
- Knowledge of issues and/or concerns pertaining the Queer and Trans youth.
- Experience working with racially/culturally diverse populations along with working with Queer and Trans youth and promoting youth engagement.
- Ability to develop and implement youth development curriculum.
- Ability to facilitate small and large groups, excellent interpersonal and communication skills including experience and comfort with oral, written, listening and public speaking.

EDUCATION & EXPERIENCE

The WCCDA seeks candidates with knowledge of youth development and community organizing at a level normally acquired through the completion of a Bachelor’s Degree. Familiarity and/or residency with the White Center community is preferred. Second language skill is a plus. However, any combination of experience and training that would likely provide the required qualifications and skills set will be considered.

PHYSICAL DEMANDS & WORKING CONDITIONS

Work is performed in an office environment. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor. Some heavy lifting and physical labor is required during special events. This position requires occasional travel to meetings and conferences. Some evening meetings and/or weekend events will be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Pay Rate

\$15.00/per hour. 20 hours per week.
Benefits are provided on a pro-rated bases

This job description generally describes the principle functions of the position. It is not intended as a complete list of specific duties and responsibilities. Individuals may perform other duties as assigned. This is a 100% grant-funded position with an anticipated grant end date of December 31st 2019. Although the grant is expected to end on that date, sometimes additional funding can be obtained to extend a grant beyond the end date. If that would occur, your employment under the grant might also be extended. However, you should be aware that your employment as a staff employee of the White Center Community Development Association is considered to be at will and may be terminated by you or the WCCDA at any time regardless of the end date of the grant.

Equal Opportunity: The White Center Community Development Association prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs and activities or in employment and application for employment as protected under state or federal law. We are an equal opportunity employer.