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PROGRAMS COORDINATOR JOB DESCRIPTION

Job Purpose

Our Family Coalition (OFC) advances equity for the full and expanding spectrum of LGBTQ families and children through support, education, and advocacy. The Programs Coordinator is responsible for coordinating and implementing Our Family Coalitions programs and events as well as providing support in the implementation of all family support and education programs. Our Family Coalition provides a variety of programming to meet its mission and as a result will create and implement a variety of programming to meet the changing needs of the community it aims to serve.

Primary Duties and Responsibilities Include:

- Develop programs for LGBTQ families, their allies that is intersectional of diverse ethnic, cultural, linguistic and socio-economic backgrounds;
- Coordinate logistics, outreach, implementation, and follow-up for family support services;
- Preparing educational training materials, co-facilitating trainings, and coordinating post-training technical assistance;
- Providing logistical support for trainings, including scheduling, securing locations, and other needs;
- Tracking program contacts, trainings and participants;
- Representing OFC in various venues, including meetings, interagency collaborations, promotional tabling and networking;
- Promoting OFC events to organizations and individuals, including design and print work to create outreach materials;
- Developing educational programs for LGBTQ families and their allies from diverse ethnic, linguistic, socioeconomic and cultural backgrounds;
- Working collaboratively with program staff to plan and implement OFC's dynamic and growing social, advocacy, family and educational programming;
- Managing and overseeing projects and project workers such as interns and volunteers;

Desired Qualifications:

- 2-3 years work experience in training, facilitation, public speaking, community outreach and/or organizing, either professionally or as part of broader community work;
- Knowledge of CA and Federal law with regards to LGBTQ issues;
- Work experience with LEAs both public and private;
- Content knowledge of Queer History, Health, and/or SEL
- Work with communications team to produce materials (flyers, handouts, surveys, etc.) for family and educational support programs in both digital and hard copy;
- Cultivate relationships with families and parents, provide parents with tools to advocate on behalf of their children/families and support strong parent leadership within OFC;
- Represent OFC in the community and at various venues, including meetings, interagency collaborations, and media, to further equality for of all sexual and gender minority families;

- Collect, enter and compile participant data
- Report on programs to, Programs Director;
- Provide information and referrals to assist in family building, child development and other needs of LGBTQ families;
- Work collaboratively with other OFC staff to plan and implement OFC's dynamic and growing social, advocacy and educational programming;
- Must have cultural humility to work with a variety of ethnic, cultural, linguistic and socio-economic backgrounds in addition to a strong understanding of their own personal biases to ensure that all coordinators can work with a variety of community members;
- Work closely and collaboratively with other team members, volunteers and interns;
- Prepare necessary grant reports as assigned by the Programs Director, and work directly with the Programs Director to ensure each program is meeting proposal conditions and expectations;
- Be able to interact with community members and provide family resource navigation as needed;
- Provide trainings;
- Other duties as assigned.

Required Qualifications:

- At minimum Bachelor's Degree (years of work can be substituted for education depending on the work experience)
- Ability to carry up to 25 pounds.
- Ability to walk and stand for long periods of time
- Must be comfortable working both with children and adults
- 2+ years program management, community outreach and/or organizing experience;
- Experience managing multiple activities with timely completion and follow up;
- Comfortable doing in-person outreach to new individuals/groups;
- Experience working with people from diverse ethnic, linguistic, socioeconomic and cultural communities.
- Familiarity with LGBTQ and social justice issues;
- Strong interpersonal skills;
- Quick learner with initiative;
- Creative and strategic thinker, interested in sharing and implementing their ideas;
- Able to work both independently and collaboratively;
- Very organized and detailed oriented;
- Familiar with Bay Area resources.
- Ability to work nights and weekends, including attending regular evening group(s);
- Willing and available to work evenings and weekends.

Preferred Skills

- Valid driver's license and/or access to personal vehicle preferred (mileage reimbursement provided);

- Ability to design basic outreach materials and experience with social media outreach;
- Experience with data entry, program tracking or evaluation software;
- Bilingual in a second language is a plus (in addition to English);

Compensation and Terms

This is a full-time (37.5 hours/week) hourly position, eligible for company benefits and reports to the Programs Director. Compensation is 50,000. 00 annually.

Our Family Coalition is an equal opportunity employer, and we encourage applications from women, people of color, people with disabilities, members of the LGBTQ community, or other underrepresented groups. OFC does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, gender identity, religious beliefs, sexual orientation, veteran status or disability.