



Headquarters: 1385 Mission Street, Suite 340, San Francisco, CA 94103  
East Bay Address: 970 Grace Avenue, Oakland, CA 94608  
www.ourfamily.org • Phone: 415-981-1960 • Fax: 415-981-1962

## **Programs Coordinator Position 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 OFC's programs and events, ensuring high-quality engagement, outreach, and impact for LGBTQ+ families. This role supports the development, execution, and evaluation of family support, education, wellness, policy and advocacy initiatives while maintaining strong community connections. This position reports to the Program Director unless otherwise directed upon onboarding.

### **Primary Responsibilities**

- **Program Implementation & Coordination**
  - Develop and coordinate inclusive programming that reflects the needs of LGBTQ+ families across diverse ethnic, cultural, linguistic, and socioeconomic backgrounds.
  - Manage event logistics, including scheduling, securing locations, participant outreach, and post-event follow-up.
  - Track program data, participant engagement, and impact metrics for evaluation and reporting.
  - Ensure programs are aligned with grant requirements and organizational priorities.
  - Support community members with resource navigation, referrals, and advocacy tools.
- **Community Engagement & Outreach**
  - Conduct in-person and digital outreach to expand program participation and community involvement.
  - Cultivate relationships with families, caregivers, and community members to strengthen engagement.
  - Develop outreach materials, including flyers, email campaigns, and social media content, in collaboration with the communications team.
  - Represent OFC at public events, conferences, tabling, Pride and interagency collaborations.
- **Training & Advocacy**
  - Co-facilitate educational trainings, workshops, and support groups for parents, caregivers, youth, and professionals.

- Provide logistical and content support for training initiatives, including scheduling and material development.
- Support OFC's advocacy efforts by engaging families in policy-related initiatives and community action.
- **Data Management & Reporting**
  - Maintain accurate records of program participation, attendance, and feedback.
  - Support the Programs Director with grant reporting and compliance tracking.
  - Contribute to ongoing program evaluation and strategy development.
- **Administrative & Team Support**
  - Supervise and support program interns and volunteers.
  - Work collaboratively with the OFC team to strengthen internal systems and improve program delivery.
  - Prepare reports, updates, and presentations as needed.
  - Assist with general program administration and other duties as assigned.
  - Other duties as assigned

### **Required Qualifications**

- Bachelor's degree or equivalent experience in program coordination, community organizing, or a related field. Years of relevant experience can be substituted for college education.
- 2+ years of experience in program management, training, community outreach, or advocacy.
- Strong understanding of LGBTQ+ family issues, equity, and social justice frameworks.
- Ability to manage multiple projects, meet deadlines, and adapt to changing priorities.
- Excellent communication and relationship-building skills.
- Comfortable facilitating discussions and engaging with families in a variety of settings.
- Experience working with people from diverse ethnic, linguistic, and socioeconomic backgrounds.
- Proficiency in Microsoft Office, Google Suite, and data tracking tools.
- Availability to work evenings and weekends as needed.

## Preferred Qualifications

- Experience designing outreach materials and managing social media engagement.
- Background in policy advocacy, family services, or training facilitation.
- Familiarity with grant reporting and program evaluation.
- Bilingual in a second language (in addition to English).
- Valid driver's license and/or access to a vehicle (mileage reimbursement provided).

## Physical Requirements:

This role involves a range of physical activities, some of which may be physically demanding. Responsibilities include:

- Periods of sitting, standing, walking, and frequent use of hands and fingers for tasks such as typing, writing, and handling office equipment.
- Engaging in movements such as reaching, bending, stooping, kneeling, crouching, or crawling as needed.
- Occasionally climbing or balancing, depending on workspace needs.
- Using vision for tasks requiring close focus, such as reading documents and screens.
- Regular use of office technology, including computers, tablets, printers, and copy machines.
- The ability to hear and communicate effectively in an office setting.
- Retrieving and delivering supplies from storage areas and safely moving boxes and materials weighing up to **25 pounds**.
- Being **physically present in the office a minimum of three to four days per week**, as required.

While this position may require significant physical movement at times, reasonable accommodations will be made whenever possible to support individuals in performing essential job function

## Compensation & Terms

This can be a part time 20 to 25 hours a week or full-time (37.5 hours/week) hourly position, eligible for company benefits, with a salary range of \$22.39 to \$25.64 per hour. The Programs Coordinator reports to the Programs Director unless otherwise assigned upon onboarding.



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*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.*