

Position Title: Communications Coordinator – *New Position!*
Position Type: Part-time (0.5 FTE, 20 hrs. per wk.), Non-Exempt
Reports to: Communications & Development Manager



Organization Description

Founded in 1988, the Lavender Youth Recreation & Information Center (LYRIC) provides supports and services to over 1,200 lesbian, gay, bisexual, transgender, queer, questioning (LGBTQQ) and allied youth (annually), 24 years old and under. LYRIC's mission is to build community and inspire positive social change through education enhancement, career trainings, health promotion, and leadership development with LGBTQQ youth, their families, and allies of all races, classes, genders, and abilities. The organization has a budget of approximately \$1.8 million and 16 full-time and 2 part-time employees. In alignment with LYRIC's Strategic Plan, the organization envisions: (1) schools that are transformed into safe, inclusive environments where LGBTQQ students can thrive and (2) a comprehensive network of community support to ensure successful progression into adulthood for Transitional Age LGBTQQ Youth. The organization works toward this vision by (1) uniting best practice with innovation to realize the organizational excellence needed to advance the field of LGBTQQ youth development and (2) growing community support that reflects a high level of partner investment in our mission, vision, and organizational sustainability.

Position Summary

LYRIC is seeking an innovative, committed Communications Coordinator to support the design and implementation of LYRIC's communications strategy. The Communications Coordinator will: (1) support the expansion of LYRIC's communications and grassroots fundraising initiatives – aligning LYRIC's values of social justice, learning, and leadership development with our communications and fund development practices; (2) co-create social marketing, advocacy, and other campaigns with LYRIC youth; and (3) support LYRIC's core fund development activities. The Communications Coordinator is a support staff position that works cross-functionally with staff, youth participants, board members, and various stakeholders to further LYRIC's mission, vision, and strategic initiatives.

Responsibilities

1. Under the direction of the Communications & Development Manager, develop and implement a complimentary communications plan to: (1) highlight LYRIC's vision and community impact; (2) strengthen the organization's external messaging; and (3) cultivate donor relationships.
2. Coordinate LYRIC's digital communication channels, including the agency's social media platforms (Facebook/Twitter/Instagram/etc.), e-newsletter, and website.
3. Coordinate the development, production, and dissemination of LYRIC's printed materials, including the agency's annual report, direct mail communications, and other printed collateral.
4. Ensure regular communications across a variety of platforms with key stakeholders, in order to promote the work of the organization using high quality content.
5. In partnership with LYRIC's program teams, engage youth in the production of communications and marketing efforts that follow youth development best practices and support youth in achieving key program outcomes. For example, an upcoming project will include a youth-driven social marketing campaign to increase awareness, knowledge, and interest in PrEP (Pre-Exposure Prophylaxis) among LGBTQQ youth who are vulnerable to HIV. This campaign will align messaging with citywide public health efforts to communicate accurate medical information, dispel myths, and decrease stigma.
6. Design and facilitate trainings and other activities to build the communications/marketing capacity of LYRIC staff, youth participants, board members, and volunteers.
7. Provide administrative support for communications and development efforts, including data entry and assistance in coordination of fundraising activities/events.
8. Manage consultants, vendors, and community partner relationships, as needed.
9. Attend staff meetings as well as other organizational retreats and gatherings.
10. Support organization-wide grassroots fundraising campaigns.
11. Other duties as assigned.

Qualifications:

Knowledge

1. Exposure to and commitment to learning more about positive youth development framework, youth-adult partnership frameworks, and knowledge of LGBTQ youth issues.
2. Exposure to and commitment to learning more about social justice, restorative justice, and systems change.
3. Exposure to and commitment to learning more about community driven strategies to address HIV/STI prevention among transgender, gender non-conforming, and queer youth.
4. Impeccable written/verbal communication skills with the ability to compose/edit/proofread written materials and conduct effective presentations to a diverse group of stakeholders.
5. Extensive technical skills with proficiency using MS Office, Adobe Creative Suite, and WordPress. Basic knowledge of HTML and website analytics as well as experience using Raiser's Edge, highly desirable.
6. Understands, uses, and remains current with changing communications technologies.
7. Fluency in Cantonese, Mandarin, or Spanish, highly desirable.

Experience

1. At least three years of experience (or a combination of education and experience) in communications, marketing, journalism, public relations, or a related field.
2. Excellent project management skills with experience creating/implementing communications plans.
3. Graphic design experience as well as experience managing social media for an agency.
4. Experience with day-to-day website management and use of related program analytics.
5. Experience working with cross-functional teams, managing vendor relationships, and fostering effective interagency collaborations.
6. Competent in working in a multiracial, multicultural, multi-gendered, and intergenerational environment.
7. Professional experience in the non-profit sector, highly desirable.

Qualities/Attributes

1. Passion for and commitment to working in a support staff capacity alongside LGBTQ youth.
2. Highly positive and enthusiastic style that motivates youth to achieve high standards, encourages peers to model LYRIC's organizational principles/leadership competencies, and supports supervisors and other leaders in guiding the work of the organization.
3. Self-motivated and able to take initiative, manage, and complete multiple projects within deadlines and within budget.
4. Action-oriented with excellent problem-solving skills.
5. Highly organized and able to work in a fast-paced environment.
6. Ability to seek out, encourage, and exchange appreciative as well as developmental feedback with youth, colleagues, and supervisor.
7. Ability to identify and communicate needs for support.
8. Ability to foster a healthy work/life balance that supports LYRIC's youth-centered mission.
9. Ability to address challenges directly by de-escalating conflict and fostering mutual understanding.
10. Commitment to ongoing self-improvement/professional development and LYRIC's long-term sustainability.
11. Ability to work evenings and weekends as required.

Compensation

\$22.72-25.05 per hour [DOE], 20 hours per week.

Benefits include:

- Full coverage of medical, dental, vision, and acupuncture/chiropractic insurance for employee;
- Annual, merit-based raises up to 5%;
- Generous holiday, vacation, sick, and personal leave; and
- Annual \$800 Health and Wellness supplement and flexible schedule to support work/life balance.

Equal Opportunity Employer

LYRIC is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

To Apply

To apply, please send an email to careers@lyric.org. Put "Communications Coordinator Job" and your name in the subject line, and include as attachments (in .pdf format only):

1. Cover letter with full contact information.
2. Résumé

You will be notified when your application is received. We will contact you if we wish to talk with you about the position. Due to the high volume of applications we expect to receive, we ask that you **do not contact us** about the position unless we have invited you to move forward with the application process. At that time, we will be happy to answer any questions.

The application process will include several steps:

1. Each applicant will be notified by email that the application was received.
2. Selected applicants will be emailed several questions and asked to provide written answers.
3. Selected applicants will then be invited to LYRIC for an interview with members of the hiring committee.
4. If necessary, a second interview with the hiring committee will be conducted.
5. An offer will be made to one applicant.

Applications are being accepted now and the position will remain open until filled. We will post a notice on the LYRIC website (www.lyric.org) when applications are no longer being accepted for consideration. Thank you in advance for your interest in the position.