

**Position Title:** Program Coordinator  
**Position Type:** Full-time (1.0 FTE), Exempt  
**Reports to:** Program Manager/Director



### Organization Description

Founded in 1988, the Lavender Youth Recreation & Information Center (LYRIC) provides support and services to over 500 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 \$3 million as well as a youth-adult team of approximately 25 staff members, 5 fellows, and 73 paid youth interns. 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. The organization is in an exciting period of growth and innovation, guided by our strategic initiatives and the following operating principles:

- **Learning:** We bring curiosity, creativity, and fun to our work.
- **Sustainable Impact:** We commit to the long-term transformation of lives and institutions.
- **Leadership:** We foster leadership to support a progressive movement that spans generations.
- **Allyship:** We believe that everyone has a role in creating safe and thriving communities.
- **Social Justice:** We build upon a proud history of community self-determination by challenging institutionalized invisibility & inequity.

### Position Summary

Program Coordinators are highly skilled youth development practitioners that play a critical role at LYRIC in areas of program planning, implementation, and evaluation. Program Coordinators facilitate the leadership development of youth, guiding program participants through a set of challenging and interesting skill-building opportunities in school-based and community-based settings. Program Coordinators develop and implement program curricula, facilitate and supervise teams of youth, conduct outreach, and coordinate community events. Program Coordinators provide capacity-building trainings to promote LGBTQQ youth inclusion across multiple systems and engage in LYRIC's learning and evaluation efforts to enhance our understanding of best practices in serving LGBTQQ young people.

### Responsibilities

1. Develop, implement, and evaluate program activities that are youth-centered, informed by research/best practices, and culturally relevant to LGBTQQ youth.
2. Facilitate project-based leadership programs in school-/community-based settings and supervise groups of youth, including paid interns and fellows.
3. Coordinate events that demonstrate the achievements of LYRIC's youth leaders.
4. Maintain records of daily contacts and activities with youth.
5. Assist in compilation of information necessary for grant/contract reporting as well as program evaluation.
6. Development and implement program workplans in achievement of program department goals and contract deliverables.
7. Foster regular communication with the Program Manager/Director and program staff to ensure up-to-date information sharing regarding individual participants and issues impacting our youth community.
8. Collaborate with program staff to support meaningful engagement of youth participants in program activities that follow Community Agreements and support youth in progressing along LYRIC's

leadership development continuum.

9. Identify youth with case management needs and provide crisis intervention/conflict de-escalation as needed.
10. Build and maintain relationships with community-based service providers, school districts, youth serving agencies, and community resources.
11. Develop workshops and outreach strategies and recruit participants for leadership programs.
12. Attend staff meetings as well as other organizational retreats and gatherings.
13. Support organization-wide grassroots fundraising campaigns.
14. Other duties as assigned.

## **Qualifications**

### Knowledge

1. Understanding of positive youth development framework, youth-adult partnership frameworks and knowledge of LGBTQ youth issues.
2. Understanding of social justice, restorative justice, and systems change.
3. Understanding of program planning, implementation, and evaluation best practices.
4. Understanding of curriculum development, thematic learning, popular education, and project-based learning.
5. Knowledge of San Francisco and Bay Area resources, especially for LGBTQ youth, youth of color and their families.
6. Broad and deep knowledge of LGBTQ community and issues impacting LGBTQ youth.
7. Fluency in Cantonese, Mandarin, or Spanish, highly desirable.

### Experience

1. At least two years of experience coordinating youth services within one or more of the following program areas—educational services, workforce development, community building, violence prevention, family support, leadership development, or youth organizing.
2. Experience with diverse models of working with youth (i.e. understanding of principles of youth development, youth-adult partnership, harm reduction, positive sexuality).
3. Experience working with transgender youth, young women, youth of color, youth with disabilities, young men who have sex with men (YMSM), youth living with HIV, system-engaged youth, immigrant communities, youth engaged in sex work, youth who are homeless / marginally-housed, and other historically marginalized groups.
4. Experience working with families of LGBTQ youth.
5. Competent in working in a multiracial, multicultural, multi-gendered, and intergenerational environment.
6. Experience with data collection and reporting.
7. Experience with project management.
8. Experience developing effective collaborations with other agencies and communities.

### Qualities/Attributes

1. Passion for and commitment to working with 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. Strong emotional self-management skills needed to provide youth-centered support to survivors of

emotional, physical, and sexual abuse.

4. Self-motivated and able to take initiative, manage, and complete multiple projects within deadlines and within budget.
5. Excellent written/verbal communication and facilitation skills.
6. Action-oriented with excellent problem-solving skills.
7. Highly organized and able to work in a fast-paced environment.
8. Ability to seek out, encourage, and exchange appreciative as well as developmental feedback with youth, colleagues, and supervisor.
9. Ability to identify and communicate needs for support.
10. Ability to foster a healthy work/life balance that supports the provision of high quality, sustainable programs and services for youth.
11. Ability to address challenges directly by de-escalating conflict and fostering mutual understanding.
12. Commitment to ongoing one's self-improvement/professional development and LYRIC's long-term sustainability.
13. Ability to work evenings and weekends as required.

### Compensation

**\$52K** (base pay @ \$51,280 per year + \$800 annual health & wellness cash supplement)

Other benefits include:

- Full coverage of medical, dental, vision, and acupuncture/chiropractic insurance for employee;
- Annual, merit-based raises up to 5%;
- 403b retirement plan;
- Generous holiday, vacation, sick, and personal leave;
- Flexible schedule to support work/life balance; and
- Position may meet qualifications for Perkins Student Loan cancellation.

### 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](mailto:careers@lyric.org). Put "Program Coordinator" and your name in the subject line (e.g., Program Coordinator – Your Name), 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 **please do not contact us** about the position, unless we have contacted you and 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. A member of the hiring committee may call an applicant to discuss the position.
3. Selected applicants may be emailed several questions and asked to provide written answers.

4. Selected applicants may then be invited to come to LYRIC for an interview with members of the staff.
5. A second interview with an expanded hiring committee will be conducted as necessary.

*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](http://www.lyric.org)) when applications are no longer being accepted for consideration. Thank you in advance for your interest in the position.*