



Position: Program Coordinator
Program: Trans Wellness Center
Department: Health & Mental Health Services
Reports To: Trans Wellness Center Program Manager
Salary: \$48,000 Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 Days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long-Term Disability, an Employee Assistance Program, and a 403(b) Retirement Plan

JOB SUMMARY: Under the supervision of the Trans Wellness Center (TWC) Program Manager, the Program Coordinator is responsible for assisting with day-to-day operations at the TWC and the engagement in care of transgender individuals who are HIV positive or at high-risk for HIV and STDs.

ESSENTIAL FUNCTIONS:

- 1) Oversee, develop and implement all program activities according to a pre-defined scope of work and County, State, and Centers for Disease Control HIV prevention curriculum;
- 2) Assist the Program Manager with day-to-day operations at the TWC;
- 3) Create marketing material to promote program activities and safer sex educational materials to be used in outreach activities;
- 4) Monitor program objectives and deliverables and assist with the preparation of all reports to funders;
- 5) Develop and implement outreach and recruitment strategies targeting transgender individuals using various social media platforms (e.g., Facebook, dating apps) and other traditional recruitment strategies;
- 6) Refer program participants to other services as needed within the Los Angeles LGBT Center and the greater community and develop and maintain an incentive plan to encourage service utilization;
- 7) Collaborate with local agencies that conduct HIV risk reduction programs targeting high risk transgender individuals;
- 8) Identify community leaders, mentors, and experts in various fields of interest to speak to target population;
- 9) Provide job assistance referrals and resume coaching;
- 10) Collaborate with community partners and local schools to organize social and cultural resource fairs and ethnic festivals and produce workshops of relevance to the Trans community;
- 11) Develop and maintain a working relationship with community business owners where outreach, workshop and support group activities are conducted;
- 12) Assist clients in removing existing barriers to accessing internal and external appointments and coordinate appropriate transportation options;
- 13) Provides the appropriate linkages to Center and external departments for clients within the HIV Continuum of Care directive;
- 14) Coordinates with nursing and psychosocial case management to ensure continuity of care following patient's attendance of first medical visit;
- 15) Participate in staff meetings, planning meetings and other community meetings; Attend professional development trainings and conferences;
- 16) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community, especially the Trans community, and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Three years of experience in program development, outreach and community organizing required;
- 4) Proven track record outreaching to and working with participants from ethnically and otherwise diverse communities, such as gay and bisexual men, transgender women, people of color communities, and youth;
- 5) A working knowledge of health education principles and behavior change;
- 6) Knowledge of HIV/AIDS-related concerns and issues;
- 7) Willing to work evenings and weekends;
- 8) Access to reliable transportation and the ability to be insured;
- 9) Computer skills and knowledge including word-processing, database programs, as well as familiarity accessing social networking sites;
- 10) Bilingual a plus (English/Spanish preferred);
- 11) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.