



Diverse & Resilient

## YOUTH PROGRAM COORDINATOR

### **POSITION SUMMARY:**

The Youth Program Coordinator provides program support to the Director of Community Organizing and in collaboration with the Community team.

In achieving the organization's mission of addressing the healthy development of LGBTQ youth and adults in Wisconsin, Program Coordinators partner with their Director to implement programs to reduce risk among LGBTQ people and build capacity in communities and organizations in the Greater Milwaukee area and throughout Wisconsin.

### **ABOUT PROGRAM COORDINATOR POSITION**

The Program Coordinator will organize activities funded by End Domestic Abuse Wisconsin. This funding includes End Abuse Action Teams. Focusing on LGBTQ young people in Milwaukee and statewide through developing and facilitating curriculums, and supporting youth groups.

The Program Coordinator will help educate LGBTQ young people in our youth group focused on organizing, gender-based violence, disability justice, BIPOC resilience, and community care. Program Coordinators support D&R's efforts to develop LGBTQ youth leaders through youth groups, Great O.U.T. Doors Institute, End Abuse Teen Summit, End Abuse Action Teams, and internship opportunities.

### **REPORTING RELATIONSHIP:**

- Reports to Director of Community Organizing.
- Helps guide youth leaders, interns, and volunteers, as needed.

### **ESSENTIAL FUNCTIONS:**

- Develops new and maintains existing local and statewide community partnerships with schools and youth-serving organizations.
- Facilitates programming to LGBTQ youth ages 13-24 in schools and youth groups.
- Administers program evaluation tools and inputs data into databases.
- Recruits and create a safe space for LGBTQ young people.
- Supports the retention of a cohort of 7-10 LGBTQ youth in the youth group.
- Hosts and promotes Trans and Queer spaces through community outreach, social media postings, and collaboration with community partners.
- Develops youth leadership and involvement at the End Abuse Teen Summit, Great O.U.T. Doors Institute, and the End Abuse Teen Council.
- Attends coalition meetings, committee meetings, grantee meetings, and site visits.
- Facilitate agency LGBTQ inclusivity trainings with community partners.

- Actively participates in the following agency activities:
  - Community health fairs/events
  - End Abuse Teen Summit (outside Milwaukee)
  - End Abuse Teen Council (outside Milwaukee)
  - The WI LGBTQ Summit (March)
  - Youth Development Specialist retreats (twice a year; outside Milwaukee)
  - Milwaukee PrideFest
  - The Great O.U.T. Doors Institute (every other year; outside Milwaukee)
- Sex positive approach and concrete understanding about sexual wellness, pregnancy, consent, abortion, and overall willingness to communicate these topics effectively.
- Supports other agency programs (Trans Closet, 414ALL, Puberty Series, etc.) by co-facilitating programs effectively.
- Assists Director with monthly program tracking and reporting.
- Oversees organizational files, binders, records, logs, etc. Identifies the need for additional recordkeeping and establishes the same.
- Frequently uses confidential information and communicates diplomatically to maintain confidentiality.
- Cooperative, friendly, and helpful attitude with clients, co-workers, and outside partners.
- Ability to work closely with other employees to ensure a positive, constructive environment within the program, and throughout the agency.
- Performs other duties as assigned or as necessity dictates.
- Reinforces the agency's commitment to cultural competence and racial equity.
- All Diverse and Resilient coordinators are expected to play an active role in programming, offering trainings, delivering curriculum, and distributing program materials.
- This position is primarily in Milwaukee; however, this position involves some travel to locations outside of Milwaukee.

#### **SPECIALIZED KNOW-HOW & REQUIREMENTS:**

- Background working with BIPOC queer and trans people, with a focus on youth.
- Experience co-facilitating groups in a leadership role.
- Excellent interpersonal, communication, and customer service skills. Enjoys public outreach and public speaking.
- Excellent detail-oriented organizational, analytical, and problem-solving skills; ability to make well-analyzed appropriate decisions.
- Excellent written and verbal communication skills.
- Ability to work with a high degree of autonomy throughout the workday, including occasional evening/weekend hours.
- Ability to pass a background check by the Wisconsin Department of Justice.
- Sharing a commitment to Diverse & Resilient's mission to achieve health equity and improve the safety and well-being of LGBTQ people and communities in Wisconsin.

#### **COMPUTER SKILLS:**

- Ability to learn Microsoft Word, Excel, and Outlook.
- Ability to learn software applications unique to the organization (i.e., graphics software, data reporting software, spreadsheets, etc.).

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## **COMPENSATION**

Diverse and Resilient offers a starting salary range of \$39,000 to \$41,500 for this position and a competitive benefits package, including more than four weeks paid time off in the first year (15 days, and 9 paid holidays), medical and dental coverage, life insurance, short- and long-term disability insurance, and generous work schedule flexibility.

## **Equal Opportunity Employer**

Diverse & Resilient is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an applicant for employment because of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition (e.g., AIDS, cancer). We strongly encourage LGBTQ, women, people of color, and people with disabilities to apply.

## **To Apply**

Send resume and a brief cover letter to Osha Towers, Director of Community Organizing, 2439 North Holton Street, Milwaukee WI. 53212 Email: [otowers@diverseandresilient.org](mailto:otowers@diverseandresilient.org)  
Please, no phone calls.