



JOB TITLE: Community Outreach Coordinator
PROGRAM: San Mateo County LGBTQ+ Pride Center
STATUS: 40 hours per week, flexibility required, some evenings and weekends
SALARY/WAGE: DOE, Non-Exempt + Health Insurance & Benefits Package
REPORTS TO: Program Director

PROGRAM DESCRIPTION: The **San Mateo County Pride Center** is the first of its kind in the county and works to provide intensive support services to individuals and families in the LGBTQ+ community. The Pride Center is a program of StarVista, in partnership with Peninsula Family Service, Outlet of Adolescent Counseling Services, Daly City Partnership, and San Mateo County Behavioral Health and Recovery Services. The program provides a broad range of services with three main components: 1) Clinical (individual, group, relationship, and family counseling, peer support groups, case management); 2) Social/Community (events, gathering space, education, trainings); and 3) a Resource Center (library, referrals, free store, computer lab).

POSITION PURPOSE AND OBJECTIVES:

The Community Outreach Coordinator has the exciting opportunity to design and implement an outreach plan for our historic Pride Center. They are tasked with outreach and engagement of our diverse and expansive county to bring together LGBTQ+ community, reduce stigma, and improve access to services. They will work with staff, partners, and community stakeholders to deepen the Pride Center's collaborative efforts.

GENERAL DUTIES:

- Provide outreach and community response services throughout San Mateo County.
- Develop and implement a strategic community outreach plan to reach diverse LGBTQ+ population - including youth, elders, trans and non-binary, people of color, low-income and historically marginalized communities.
- Build relationships between the Pride Center and local LGBTQ+ groups, community based organizations, behavior health providers, schools, faith-based groups, etc.
- Create outreach tools and materials for distribution, including promotional flyers and graphics.
- Develop content for and co-manage all of the Pride Center's social media pages (Facebook, Instagram, Twitter, Alignable, Yelp, MeetUp, etc.).
- Represent the Pride Center at community events and conduct informational presentations.
- Manage inventory and ordering of any necessary outreach materials (e.g. promotional products, brochures, etc.).
- Research outreach opportunities and coordinate logistics for Pride Center participation.
- Develop, coordinate, and facilitate LGBTQ+ affirming workshops and trainings.
- Collaborate with partners and providers to connect community to services and resources in San Mateo County. Consult with and advise other organizations, groups, and agencies throughout the county on how to create more LGBTQ+ affirming spaces.
- Oversee and manage all aspects of the Pride Center's volunteer program.
- Maintain database of contacts and detailed records of meaningful outreach connections.
- Function as a core member of the San Mateo LGBTQ+ Pride Center team.
- Be involved in creative visioning and development of this start-up program to most effectively meet the needs of LGBTQ+ community.
- Participate in staff meetings and trainings as well as organizational retreats and gatherings.
- Attend professional development trainings focused on LGBTQ+ issues and community meetings.
- Perform other duties as needed.

KNOWLEDGE:

- Knowledge of LGBTQ+ community history and experience as well as an understanding of issues impacting the LGBTQ+ community including the high rate of suicide, mental health issues and substance abuse.
- Familiarity with San Mateo County and Bay Area public and private community resources, services, and organizations.
- Understanding of social justice, community organizing and cultural humility.
- Bi-lingual in Spanish, Tagalog, Chinese (Mandarin, Cantonese), and/or Tongan highly preferred.

EXPERIENCE & QUALIFICATIONS:

- Demonstrated experience and training working with LGBTQ+ individuals and families.
- Strong commitment to social, racial and economic justice.
- Strong personal organization and communication skills.
- Solid community outreach and organizing skills.
- Experience working with historically marginalized populations including clients and communities who are transgender, non-binary and gender expansive, low-income, people of color, youth, older adults, disabled, and immigrants as well as people who have a history of trauma, are dually diagnosed, living with HIV, system-engaged, and without or marginally-housed.
- Ability to work in a multidisciplinary, multiracial, multicultural, multi-gendered, and intergenerational environment.
- Willingness to travel throughout San Mateo County (mileage reimbursement is provided).
- Valid CA Driver's license, working car, proof of auto insurance and ability to pass fingerprint and TB clearance is required.
- Experience with volunteer management and/or graphic design a plus.

BI-LINGUAL AND/OR BI-CULTURAL PREFERRED

TO APPLY:

Please email a Cover letter and Resume to Lisa Putkey, Program Director at pridecareers@star-vista.org. Please put "Community Outreach Coordinator" and your name in the subject line (ie: "Community Outreach Coordinator - Sylvia Rivera"). Position open until filled.

Pride Center Mission Statement: The Mission of the San Mateo County Pride Center is to create a welcoming, safe, inclusive, and affirming community climate that fosters personal growth, health, and opportunities to thrive for individuals of all ages, sexual orientations, and gender identities through education, counseling, advocacy, and support.

Pride Center Vision Statement: The vision of San Mateo County Pride Center is to create an innovative, respectful, and equitable community of all ages, ethnicities, cultures, sexual orientations, and gender identities that supports complete inclusion, is free of discrimination, strives for knowledge, challenges barriers, and seeks to empower agents of social change.

More information about the Pride Center can be found at www.sanmateopride.org.

StarVista is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship, and communication issues. More information about the agency and its programs can be found at www.star-vista.org.