



**SERVING, NURTURING AND EMPOWERING**  
Gay, Lesbian, Bisexual, Transgender & Questioning Youth

## **JOB DESCRIPTION**

**POSITION TITLE:** YOUTH PROGRAM ASSOCIATE

**EFFORT:** 50% (Part Time Position)

**TITLE OF SUPERVISOR:** EXECUTIVE DIRECTOR

### **BASIC FUNCTION:**

Youth Program Associate is a representative of the GLBTQ youth community and will help to facilitate groups, deliver workshops for youth, act as peer support and outreach. They will assist in organizing Youth Enrichment Activities and activities associated with The Alliance for Gay, Lesbian, Bisexual, Transgender, and Questioning (GLBTQ) Youth (AKA "The Alliance").

### **RESPONSIBILITIES AND SPECIFIC DUTIES:**

1. Functions as a Youth Natural Helper for the GLBTQ Youth community in Miami-Dade County.
2. Coordinates Youth Enrichment Activities in collaboration with Alliance partner organizations.
3. Acts as Peer Support for GLBTQ youth in need.
4. Assists with trainings, groups and other activities as needed.
5. Conducts outreach to the GLBTQ Youth community.
6. Plans activities for GLBTQ Youth in Miami (working with Alliance staff and provider agencies).
7. Manages social networks and communications on a daily basis (ie: Facebook, Instagram, Twitter, newsletter, online calendar, etc.).
8. Maintains adequate paperwork, materials, and supplies necessary program components.
9. Attends training seminars and/or in services related to program and professional development as requested.
10. Performs other duties as needed.

### **BACKGROUND REQUIREMENTS:**

The Youth Program Associate must have experience in the use of necessary computer and social media applications and at least one year volunteer experience in social services or a related field. Must have familiarity and experience with the Gay, Lesbian, Bisexual & Transgender community. Spanish & Creole speakers preferred. The position requires travel throughout Miami-Dade County; candidate must be able to access to reliable transportation.

### **TO APPLY:**

Send resume, cover letter, and two (2) references as a **single PDF** attachment to [jobs@gltqalliance.org](mailto:jobs@gltqalliance.org), SUBJECT LINE: Youth Program Associate: Nov2017. Please name the PDF file "Your Name\_Youth Program Associate.Nov2017". Deadline to apply is **Friday, November 24, 2017 at 11:59pm EST.**

The Alliance for GLBTQ Youth is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, queer or intersex are encouraged to apply. The Alliance for GLBTQ Youth maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national or ethnic origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical condition, perceived physical disability or veteran status, or any other protected status. The Alliance for GLBTQ Youth seeks to employ individuals based upon their qualifications, experience, ability to perform the position responsibilities, and understanding of organizational mission. All applicants can expect a fair and completed evaluation of their application.