Youth and Family Coordinator Position Description

Job Title: Youth & Family Coordinator  
Position Reports To: Director of Operations  
Budget Status: Part-Time  
Hours Per Week: 20  
Pay Rate:$20/hr

Position Summary

The goal of the Youth and Family Coordinator is to support the Youth and Family programs and services of Uniting Pride of Champaign County. This position reports to the Director of Operations. This is an in-person, part-time position without benefits or employer provided health insurance.*

About UP:

Uniting Pride of Champaign County was founded in 2009 as an organization to advocate for the equality, wellness, advocacy, and visibility of the LGBTQ+ communities in Champaign County. Since then, we have been active in the community through support and social groups, community-building events, educational workshops, clothing drives, political advocacy, and our signature Pride Fest. We are in a period of growth and looking to capitalize on refreshed community engagement, financial support, and organizational stability to meet increased needs in our community.

What We Expect:

Someone who enjoys engaging with people across a diverse community, wants to know their work is contributing to the greater good and making a difference, has great attention to detail, enjoys the calm that being organized can bring to the work environment and work relationships, likes to find the most efficient ways to do things, has a hunger to learn what they don’t yet know, is willing to work through difficult conversations in a respectful and kind way, and has a commitment to open communication and transparency. The Youth and Family Coordinator should be passionate about addressing service gaps for LGBTQ+ youth of all ages and backgrounds, and developing programming that helps connect, empower, and uplift families of all shapes and sizes.
A key component of this position is the ability to connect with and address service gaps in underserved communities, particularly Black, Indigenous, People of Color (BIPOC) LGBTQ+ children and families. This role involves creating a safe and inclusive space, fostering community engagement, and providing resources to enhance the overall quality of life for LGBTQ+ and BIPOC families.

The role will engage with and work on a variety of programs and services including, but not limited to: our youth and family support groups, programs and special events like Queer Prom and Pride Fest, outreach with schools and afterschool programs, volunteer committees, and partner organizations and community resources.

As this role is an entry level, part time position, we’re looking for someone who has relevant lived experiences and the right work style and personality type to be successful in this role. But we are committed to teaching skill sets and do not expect applicants to be experienced in all aspects of the work, especially not from other professional or paid positions. When applying, interested candidates should highlight why they feel they would be a good fit for this role based on a combination of any of the following: lived experiences, volunteer work, engagement with their family, friends, and local community, educational experiences, or professional roles.

This role could be a great opportunity for someone who is in school, has other personal or professional commitments, or is looking for experience that could lead to future professional development and success.
Essential Duties & Qualifications

Program Support

● Maintain awareness of and be ready to substitute, fill-in, or find volunteers for Youth and Family support group programs.
● Develop promotional materials for Youth and Family support groups.
● Regularly attend and lead group and committee meetings (Current group meeting schedule below, but is subject to change in the future):
  ○ Queries (10-13) – Mondays 6pm to 7pm, Alternates Zoom & In Person
  ○ Talk It UP(13-18) – Mondays 6pm to 8pm, Alternates Zoom & In Person
  ○ UParent – 2nd & 4th Monday of the month 7-8pm, Zoom Only
  ○ Youth & Family Committee – 1st Wednesday of the month at 4:30pm, In Person
● Help develop outreach plans, particularly to target BIPOC, rural, and at-risk youth and families.
● Build relationships with partner organizations and volunteers.
● Help track attendance and demographic data collection and ensure it is ready for submitting quarterly grant reports.

Outreach and Social Media

● Maintain an up-to-date community calendar of Youth and Family events for the LGBTQ+ community.
● Monitor Talk It UP Instagram and Discord Server
● Regularly reach out to GSAs, school, and community partners to connect youth and families to programming and resources.
● Build and maintain strong relationships with BIPOC community members, organizations, and leaders.
● Conduct outreach initiatives to identify and connect with families who may benefit from our programs.

Events Coordination

● Participate in coordination and execution of Youth and Family events, such as Queer Prom, Drag Story Time, the Youth and Family Party, and more.
● Work alongside Operations Coordinator to create graphics, flyers, and social media plans for promotion and major and minor events throughout the year.
● Effectively communicate volunteer and staffing needs to Operations Manager and Operations Coordinator to ensure adequate coverage and support for events and programs.
● Work alongside staff leadership to develop, track, and report on budgets for Youth and Family programming and events.

General Duties

● Respond to emails, social media communication, and outreach.
● Coordinate with volunteers to ensure group, committee, and event needs are being adequately supported.
- Assist with UP events and operations as needed. This includes, but is not limited to, Love Fest, Queer Prom, June Pride, Pride Fest, etc.
- Attend staff meetings as needed.
- Work with UP leadership to build a schedule that supports Youth and Family programming and general UP Center operations.

Qualifications:
- Lived experience working with children, teens, and families - this could involve personal experience caring for family and friends, volunteer opportunities, school programs/education experience, or professional roles.
- Lived experience with intersectional identities, particularly with children and families who are LGBTQ+ and BIPOC - this could involve personal experience caring for family and friends, volunteer opportunities, school programs/education experience, or professional roles.
- Strong understanding of LGBTQ+ and BIPOC issues, identities, and cultural competencies.
- Excellent communication and interpersonal skills.
- A drive for learning what you don’t yet know as it relates to this work.

Attributes:
- Empathy and sensitivity to the diverse needs of LGBTQ+ and BIPOC families.
- Proactive and self-motivated with the ability to work independently and collaboratively.
- Strong organizational and time-management skills.
- Transparent and effective communication.
- Reliability and a commitment to deliver on promised work.
- Commitment to creating an inclusive and welcoming environment.

Hours and Schedule:
The pay rate is $20 per hour, averaging 20 hours per week.

But due to the nature of our community work, applicants should expect that in-person work requirements will fluctuate and not remain during typical M-F 9-5 business hours. In order to serve the community, we often have meetings, events, and programs outside of the typical workday. Applicants should not expect a regular, consistent schedule. But instead they should expect that scheduling will change based on the needs of the work and programs. This means that if someone is looking for a rigidly standard schedule that never changes, this will not be the right fit.

All staff work with the Director of Operations to build and maintain a schedule that meets the work needs, while also ensuring appropriate time off from work. Rest and time off from work is absolutely respected and prioritized within this organization. As are other personal, educational, and/or professional commitments. But we ask that candidates take this component of the job seriously and be sure their life can accommodate the flex nature of this work before applying. Someone who cannot shift scheduling based on the needs of the work will not be successful or happy in this role.
Applying

This role is seeking prior youth & family experience, and an understanding of working with children and families who have multiple minority status, specifically those who are LGBTQ+ and BIPOC. This experience could be through caring for family and friends, volunteer opportunities, school programs/education experience, or professional roles.

In applying for this position, please share your story in your cover letter as it relates to this lived and/or professional experience and how it connects to your interest in this position. Why do you want to do this work? And why do you think you’d succeed at this work? Because of this, letter length can be longer than 1 page to tell that story. Please use as many words as you feel you need in order to speak to your interest, and the experience, skills, and personality traits you can bring to this job.

If chosen for an interview, here are some of the questions you’ll be asked so you can be prepared for what we’re looking for and the kinds of things that will help us determine the right candidate:

1. Think about a time when you were working on something with a team and someone wasn’t pulling their weight. This could be a group school assignment, something for a job, something personal, or a volunteer situation. Briefly describe the situation and how you handled it.
2. Think about a time when you made a substantial mistake, let someone else or a team down, or didn’t meet expectations. Similarly to the previous question, this could be a group school assignment, something for a job, something personal, or a volunteer situation. Briefly describe the situation and how you handled it.
3. Describe a time when you had to speak Truth to Power. This means a time when you were not in the position of power and had to stand up to someone who was. This could be in a work situation with a person in leadership, or in a personal relationship, or in school.
4. Name some of the qualities you feel are most important in a good boss and good working teammates.
5. Briefly describe your work style preferences. Some examples might include: listening to music while working or needing silence, need bright light or a cool space, prefer to talk things out when trying to figure out something complicated or prefer to write things out or prefer to sit and think quietly, need to get up and take periodic physical breaks or prefer to go straight through for hours and then turn work off completely, prefer to work on one thing for a long stretch or prefer to spend short bursts of time on different things, and anything else that might be particular to you and your work style and preferences.
6. On a scale of 1 to 10, rate your organizational skills. And briefly explain why you give yourself that rating.

7. Describe your experience working with youth and/or families. Were there unique challenges you faced in prior roles?

8. What helps you to stay organized when you are working on multiple projects with many tasks? What tools or strategies do you use? How do you determine priorities?

9. What helps you work well with people who prefer different communication styles than you do?

10. Tell me about what diversity, inclusion, and equity mean to you. What should they look like in a workplace? How do you contribute?

11. What are some things you enjoy doing in your spare time?

To apply, please submit a resume and a cover letter with the requested “why” storytelling to apply@unitingpride.org by December 31st. Applications without a cover letter will not be considered. You may send any questions to that email address as well. We look forward to giving careful consideration to all who apply and thank you for your interest in this important work!

*A note about health insurance as it relates to this position:
For those who have not navigated the Obamacare Health Insurance Marketplace before, Uniting Pride can guide you through the process. Someone at this salary rate can expect significant government subsidies to cover the cost of your insurance. A low level plan typically only costs around $50-$70 per month because of the subsidies, and employees will have a range of plan choices so they can select the plan that meets their healthcare needs.