



Position Title: Youth & Family Program Manager

Reports to: Executive Director

Position Status: Full-Time, Hourly Exempt

Pay Rate: \$23/hr

Primary Function of the Position: The Youth & Family Programs Manager develops and leads programs supporting LGBTQ+ youth and families. This role facilitates support groups, provides advocacy and resources, oversees volunteers, and coordinates events. Through outreach, partnerships, and program management, they foster connection, empowerment, and belonging in the community.

Major Duties and Responsibilities

1. **Lead Youth & Family Support Groups** – Facilitate and support LGBTQ+ youth and family groups, including Queries (10-13), Talk It UP (13-18), and UParent, ensuring a safe and inclusive space.
2. **Develop and Oversee Family Programs** – Design, implement, and manage regular programs for LGBTQ+ youth and their families, addressing community needs and fostering connection.
3. **Provide Family Advocacy & Resource Support** – Offer direct support to families by connecting them with resources, guiding them through challenges, and advocating for their needs within schools and the community.
4. **Recruit & Manage Volunteers** – Train, coordinate, and oversee volunteers for youth and family programming, ensuring adequate support for support groups and events.
5. **Conduct Outreach & Community Engagement** – Build relationships with GSAs, schools, community organizations, and BIPOC/rural/at-risk youth and families to increase program access and participation.
6. **Monitor & Manage Online Communities** – Oversee the Talk It UP Instagram, Discord server, and UParent Discord to maintain safe and engaging virtual spaces for youth and families.
7. **Coordinate & Lead Special Events** – Organize and execute key events like Queer Prom, Drag Story Time, the Youth & Family Party, and Camp Kaleidoscope, including planning, staffing, and on-site leadership.
8. **Develop Promotional & Outreach Materials** – Create flyers, graphics, and social media content in collaboration with the Program Coordinator to promote programs and events.
9. **Track Data & Report on Program Impact** – Maintain attendance records and demographic data for grant reporting, ensuring accurate and timely submissions.
10. **Support Organizational Operations** – Assist with broader organizational events such as Pride Fest and Love Fest, attend staff meetings, and coordinate scheduling with leadership to align with overall goals.



Other Duties and Responsibilities

1. Maintain confidentiality of client and agency information.
2. Appropriately document work activities in a timely manner.
3. Attend meetings or trainings as directed.
4. Staffing of informational or outreach events as directed.
5. Employees will be expected to work for several hours on a weekend up to approximately 26 times per year.
6. Employees will be expected to work (and be compensated for) extra hours during the week of fall PrideFest (occurring for a week sometime between mid-September and mid-October). No leave will be granted for that week.
7. This position is primarily office-based with work from home flexibility as operations allow.
8. Other duties as assigned.

Qualifications

Experience: The ideal candidate has lived experience working with children, teens, and families in various capacities, including personal, volunteer, educational, or professional settings, with a particular focus on LGBTQ+ and BIPOC communities. They possess a strong understanding of LGBTQ+ and BIPOC identities, issues, and cultural competencies, excellent interpersonal skills, a commitment to continuous learning, and the ability to work independently and collaboratively. Additionally, they demonstrate empathy, organizational skills, reliability, and a dedication to fostering an inclusive and welcoming environment. Prior experience with CRM systems, Google Suite, Canva, Discord, and social media platforms is appreciated but not required.

Required Knowledge, Skills, and Abilities

- A. Strong communication and writing skills.
- B. Ability to work well with diverse or marginalized populations.
- C. Ability to operate a personal computer and standard office software.

Agency Requirements

- i. Employees must pass all required background checks.
- ii. Use of a personal cellphone is required, primarily for staff communications.

Details of position-specific pay ranges, work schedules, and paid leave, plus responsibilities outside of business hours, are attached.



About Uniting Pride:

Uniting Pride was founded in 2010 as an organization to advocate for the equality, wellness, 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.

Work Agreement:

This role will give 37.5 hours of work per week to Uniting Pride. The schedule will be mutually agreed to by the Executive Director and the employee. The nature and scope of work will be assigned by the Executive Director. If the employee is unclear about the work that should be completed or completes an assignment and doesn't have other work to continue but still has hours left in a given week, they will reach out to the Director to get clarification and/or direction.

All staff will participate in a 90 Day Review and a 6th Month Review in their first year of work with the organization, and then an Annual Performance Evaluation from then on. These will be conducted by the Executive Director, at the request of the Board of Directors. Additional performance reviews may occur if needed in service to performance and work expectations.

We offer:

- \$2000 Annual Health Reimbursement Account
- 10 Paid Holidays
- 10 Days Accrued Vacation
- 8 Days Accrued Sick Leave
- 5 Days IL Paid Leave for All Workers Act
- Flexible Scheduling & Alternative Work Arrangement Opportunities
- Onsite Parking