



Coalition for Family Harmony

Building Stronger Families

LGBTQ PROGRAM COORDINATOR

Salary Range: up to \$22 DOE plus Benefits

Hours: 40 hours a week

Reports to: Rape Crisis Center Supervisor

To Apply: Contact Human Resources (805) 983-6014 or jobs@thecoalition.org

Job Summary

The LGBTQ Program Coordinator oversees the day-to-day operations of the LGBTQ Program and support staff. The Coordinator will organize an internal agency wide education serving the LGBTQ population to create cultural competency and ensure that the victim services provided to LGBTQ clients is respectful, appropriate and creates a safe and healing environment for LGBTQ community seeking services. This is a grant funded position for two years, continuation of position dependent on funding.

Job Duties

- Manage the administration and programmatic components of the LGBTQ Victim Services program.
- Oversees LGBTQ program staff; ensures optimal execution of all projects.
- Develop agency branded materials (literature, pamphlets) that demonstrates our agency's LGBTQ-centered resources
- Develop and execute cultural competency training for the Coalition, community partners and beyond via a safe zone training
- Respond to the 24-7 CRI calendar for accompaniments to forensic exams, interviews and advocacy support
- Ensure that members of the Sexual Assault Response Team (SART) are practicing culturally competent protocol for accompaniments
- Build and maintain proactive relationships with community partners and agencies such as Rainbow Umbrella, the Diversity Collective, Transalliance Ventura, PFLAG, and so forth, in order to better support LGBTQ clients
- Attend program and staff meetings as directed by supervisor
- Perform other duties assigned/defined by Management team

Qualifications

- Must have or be working on Bachelor's Degree in applicable field
- Must have experience serving LGBTQ community/clients
- Must have a working knowledge of the effects of domestic violence and sexual assault on victims, their families/support systems, and the community at large
- Must be able to quickly assess a situation and act appropriately
- Must be task and detail oriented
- Strong commitment to the mission and values of the program and organization
- Demonstrated problem-solving/analytical skills
- Excellent oral and written communication skills, strong organization skills and excellent computer skills
- Ability to work independently and as a team
- Must be able to interact appropriately with private, corporate, and public agencies
- Must exhibit sound judgment and professionalism



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- Must pass extensive background check including fingerprinting
- Must be able to work with and respect people from diverse ethnic, cultural, religious, socioeconomic, sexual preference and political backgrounds
- Complete 80-hours of Domestic Violence and Sexual Assault Crisis Counselor Training

Signature

Date

Name (Please Print)