



# Oakland

## LGBTQ COMMUNITY CENTER

**Job Title:** Youth Advocacy Coordinator

**Department:** Family & Youth Services

**Reports To:** Youth Services Manager

**FLSA Status:** Full-time, Salaried, Exempt

**Salary:** \$71,000–\$73,000 per year

**Location:** Town Youth Center (TYC)- 458 Santa Clara Ave., Oakland, CA 94610

**Position Summary:** The Youth Advocacy Coordinator leads the day-to-day coordination of activities funded through the Elevate Youth California (EYC) grant. This role supports LGBTQ+ youth leadership, creative expression, and substance use recovery and harm reduction efforts. The coordinator works closely with youth leaders, peer interns, community partners, and the Youth Services Manager to carry out programs, events, and advocacy efforts over a three-year grant period. Ideal candidates enjoy working directly with youth, organizing events, and helping young people use their voices to create change.

### Primary Role & Responsibilities

- Coordinate all Elevate Youth CA funded activities by managing timelines, deliverables, and day-to-day implementation in alignment with grant requirements.
- Supervise two youth peer interns by providing training, scheduling, mentorship, and ongoing support to build leadership and work readiness skills.
- Plan and facilitate annual youth leadership cohorts in collaboration with external partners focused on substance use prevention policy, leadership development, and wellness.
- Organize and host monthly LGBTQ+ Youth Open Mic Nights at the Town Youth Center, including logistics, promotion, and youth engagement.
- Recruit and coordinate trainers, facilitators, and artists for workshops, leadership activities, and youth events.
- Collaborate with youth leaders, schools, and partner agencies to plan and deliver a regional LGBTQ+ youth substance use recovery and harm reduction art competition over three years.
- Support the planning and execution of an art gala and substance use prevention publicity campaign that elevates youth voices and creative work.
- Build and maintain relationships with community partners and government agencies to advance youth advocacy goals in coordination with the Youth Services Manager.

**Other Duties as Assigned**

- Complete required administrative and grant-related data entry and documentation.
- Support outreach activities, tabling, and community events.
- Attend internal meetings, partner meetings, and youth planning sessions.
- Assist with program promotion and communications as needed.
- Provide general program support to ensure smooth day-to-day operations.

**Minimum Qualifications**

- Valid CA Drivers License
- High School Diploma/General Education
- Minimum 3 years working with youth, especially LGBTQ+ youth
- Strong organizational skills and ability to manage multiple activities at once
- Comfort planning events and working with community partners
- Ability to work evenings or weekends for youth events as needed
- Clear communication skills and a collaborative work style
- Commitment to youth voice, harm reduction, and equity

**Compensation and Benefits:**

The Center offers a competitive wage and benefits that includes employer-sponsored major medical, dental, vision and disability insurance, and generous paid time off including personal days, sick leave, and 14 paid holidays, including two floating holidays such as, day after Pride, and election day.

*The Oakland LGBTQ Community Center is an equal opportunity employer committed to maintaining a culturally diverse work environment. Individuals with diverse experiences, people of color, bilingual English-Spanish-Cantonese speakers, lesbian, gay, bisexual and transgender individuals, women, and people living with HIV/AIDS or other disabilities are particularly encouraged to apply. This is grant funded.*

***Grant funded positions are time limited and contingent upon sufficient grant funding.***

Please email your resume and cover letter to [rosalind@oaklandlgbtqcenter.org](mailto:rosalind@oaklandlgbtqcenter.org)