



Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1973.

POSITION AVAILABLE

| | |
|---------------------------------|---|
| Position Title | Bilingual Client Services Coordinator |
| Application Closing Date | Open until filled; interviews begin immediately and conducted on a rolling basis |
| Position Start Date | Immediate |
| Job Hours | Full-Time, Non-Exempt, Some evenings & weekends required |
| Salary | 40 hrs per week: \$19 per hour |

JOB DESCRIPTION

The Bilingual Client Services Coordinator reports to the Director of Front Desk & Client Services and is responsible for providing information and services direction to community members who may walk-in or call. Responsibilities include assistance with scheduling and room rentals & room usage, referrals, collaboration with other organizations, enforcement of Center policies and procedures, supervision of waiting room operations and the downstairs/front patio environment, and supervision of volunteers.

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

- 1. Education and/or Experience:** A bachelor's degree and strong customer service skills. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures.
- 4. Language Skills:** Fluency in English and Spanish required.

To apply, send your cover letter, resume and application (<http://www.thecentersd.org/pdf/jobs/employment-application.pdf>) electronically to: bdavenport@thecentersd.org

Please note: We are unable to accept any phone or walk-in inquiries for this position. The San Diego LGBT Community Center is an Equal Opportunity Employer.

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