



## POSITION AVAILABLE

Position Title	Youth & Family Services Navigator
Application Closing Date	Open until filled; interviews begin immediately and conducted on a rolling basis
Position Start Date	Immediate
Job Hours	Full-Time, Exempt, Some evenings & weekends required
Salary	\$45,000 annual

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

### POSITION SUMMARY

Under the direct supervision of the Director of Youth Services, the Youth and Family Services Navigator is responsible for the development, implementation and coordination of a broad array of activities and services for LGBTQ youth and families. The Center's family programming is designed to include all LGBTQ family structures & configurations – parents, grandparents, aunt, uncles, siblings and other extended family members of LGBTQ children and youth; and all LGBTQ parents, grandparents, aunt, uncles, siblings and other extended family members of all children and youth. Specific duties include:

- Developing, recruiting and retaining a qualified and trained volunteer base to help achieve program and agency goals including implementing and maintaining structured volunteer systems: recruitment, orientation, training and schedules for ongoing training
- Implementing and maintaining systems to collect and analyze data regarding service delivery, volunteer hours and program impacts/outcomes
- Coordinating programs to address HIV testing; voter education; school achievement; advocacy and empowerment; civic engagement; health care education, enrollment, and access; and life skills training
- Providing case management, information and referrals
- Supervising and providing group and workshop facilitation
- Outreach and training activities
- Achieving all contract and/or grant objectives

### QUALIFICATIONS

1. **Education and/or Experience:** A bachelor's degree in psychology, social work or social services related field is required. A minimum of one year of experience in case management is preferred. A master's degree is preferred. Prior experience working with LGBTQ youth, HIV+ youth, youth of color is preferred. Additionally, prior experience working with families is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis.
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. Lived experience as a member of a historically under-served community (i.e., communities of color, LGBTQ communities, or immigrant communities, etc.) preferred.
4. **Language Skills:** Fluency in English required. Fluency in Spanish is required.

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To apply, send your application [www.thecentersd.org/pdf/jobs/employment-application.pdf](http://www.thecentersd.org/pdf/jobs/employment-application.pdf)

cover letter and resume electronically to:

Beth Davenport, LCSW, MBA  
[bdavenport@thecentersd.org](mailto: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.**