

JOB ANNOUNCEMENT

FAMILY PROGRAMS COORDINATOR – EAST BAY

Organizational Overview Our Family Coalition (OFC) is the premier lesbian, gay, bisexual, transgender and queer (LGBTQ) family organization in California, bringing visibility and voice to the broader LGBTQ movement and the general public. OFC offers more than 150 individual programs annually throughout the Bay Area, including community building events, parent-child interactive programs, educational workshops, peer support groups, and prospective parent events.

Mission and Vision OFC advances equity for LGBTQ families with children through support, education, and advocacy. We seek to create an inclusive and just world where all LGBTQ families with children have visibility and opportunities to thrive as valued participants in our schools, institutions, and communities. For more information, please visit www.ourfamily.org.

Position Responsibilities: The Programs Coordinator is responsible for coordinating and implementing family support programs in the East Bay as well as providing support in the implementation of other OFC programs.

Key Responsibilities:

- Develop programs for LGBTQ families, their allies and others from diverse ethnic, cultural, linguistic and socio-economic backgrounds;
- Coordinate logistics, outreach, implementation, and follow-up for Family Programs;
- Work with communications team to produce materials (flyers, handouts, surveys, etc.) for EB family support programs in both digital and hard copy;
- Cultivate relationships with families/parents, provide parents with tools to advocate for their children/families, and support strong parent leadership within OFC;
- Represent OFC in the community and at various venues, including meetings, interagency collaborations, and media, to further equality of all LGBTQ families;
- Build collaborative efforts between OFC and other community based organizations;
- Work closely and collaboratively with other team members, volunteers and interns;
- Work with other team members to collect, enter and compile participant data into both external public funder and internal databases;
- Track grants deliverables, prepare necessary grant report narratives, and work directly with the Programs Director to ensure each program is meeting proposal conditions and expectations;

- Provide information and referrals to assist in family building, child development and other needs of LGBTQ families;
- Work collaboratively with other program staff to plan and implement OFC's dynamic and growing social, advocacy and educational programming;
- Other duties as assigned.

Required Qualifications:

- 3+ years program management, community outreach and/or organizing experience;
- Experience managing multiple activities with timely completion and follow-up;
- Comfortable doing in-person outreach to new individuals/groups;
- Demonstrated familiarity with diverse LGBTQ communities;
- Experience working with people from diverse ethnic, linguistic, socioeconomic and cultural communities;
- Familiarity with intersectional organizing and social justice issues;
- Ability to design basic outreach materials and experience with social media;
- Experience with data entry, program tracking and/or evaluation software;
- Strong interpersonal skills;
- Quick learner with initiative;
- Creative and strategic thinker, interested in sharing and implementing ideas;
- Able to work both independently and collaboratively;
- Very organized and detailed oriented, with understanding of big picture;
- Ability to work nights and weekends, including regular evening group(s);
- Familiarity with Bay Area resources for families.

Additional Desired Qualifications:

- Valid driver's license and access to personal vehicle (mileage reimbursement provided);
- Bilingual (speak/write a second language fluently in addition to English).

Compensation and Terms

This is a full-time position (37.5 hours/week), reporting to the Family Programs Director. This is an exempt position and includes fully paid health care and dental premiums for the employee and minor dependents.



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To Apply: Send a cover letter and resume to yusni@ourfamily.org. Please indicate your last name and the position title in the subject line of your e-mail.

Deadline for applications is January 11, 2019. The position will be filled as soon as the appropriate candidate is found. It is therefore recommended that you submit your materials as promptly as possible.

Our Family Coalition is an equal opportunity employer. We encourage applications from people of color, people with disabilities, members of the LGBTQ community, and/or other underrepresented groups.