



of Contra Costa County
<https://www.rainbowcc.org/>

Position Description: Board Member - Volunteer

Reports To: Board President

Work Status: Volunteer, Part Time

Department: Board

Location of Work: Virtual with a return to a physical setting TBD
Current center address:

2118 Willow Pass Road, Suite 500, Concord, CA 94520

Schedule: Board Meetings are monthly; Annual Board Retreats; and varied Sub-committee meetings, Fundraisers, and Events
Occasional travel, evenings and weekends required.

Payroll Type: N/A - Volunteer position

Supervisory: Yes

Initiated/Updated: 9/24/2020

Regular Hours: Approximately 4 to 10 hours per month

Position Available: As soon as possible

ORGANIZATIONAL HISTORY, MISSION & VISION

The Rainbow Community Center of Contra Costa County (Rainbow) was founded in 1995 to serve the well-being of the LGBTQI+ Community in Contra Costa County. Founders wanted to develop programs to reduce isolation of LGBTQI+ people and provide a space for community development. Rainbow continues to provide a safe and welcoming place building community among LGBTQI+ persons and our allies through social programs, support groups, clinical services, training, special events, and emergency programs.

Rainbow builds community and promotes well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) persons and our allies through social opportunities, health & wellness services, and awareness programs.

Rainbow envisions a society that embraces acceptance, safety and equality for all, regardless of sexual orientation or gender identity. As Rainbow transcends its vision from inclusive to expansive, we will be able to more effectively represent by centering and reaching a wider scope of People of Color, intersectional, and marginalized LGBTQI+ identities. We understand that "inclusion", which in meaning and implementation, holds and maintains a power differential, whether or not intentionally set. With this Volunteer Board Member position we look to center folk that need access to support and services within our communities.

ORGANIZATION CULTURE

Our services are based upon a three-tier model of interventions that are designed to reduce isolation, identify individuals in need of direct support, and increase resiliency of our community members – all while building skills needed to cope with the impact of living in a heteronormative and often rejecting dominant culture. Our work is also grounded within a vision of creating a society that embraces acceptance for people of all sexual orientations and gender identities and expressions.

We are dedicated to the development of Rainbow as a learning organization where board, staff, volunteers and those we serve can join together in co-creation of a culture that truly demonstrates the expression of our mission to build community and promote well-being. We are committed to learning together, sharing our knowledge, empowering each other and creating an organization that supports the development of compassionate, reflective, talented, innovative, and dedicated employees, interns, and volunteers.

HIGHLIGHTS OF OUR PROGRAMS AND OUR PURPOSE

Previous to moving most of our services and programming virtual, on any given day, Rainbow was providing in person counseling services on- and offsite at schools, running a busy youth program, offering senior services including a luncheon, providing health and wellness services, facilitating various support groups, leading social activities, conducting HIV testing, facilitating equity training, running a fully stocked food pantry, and offering services to some of our community's most vulnerable populations. Since March 2020, Rainbow has pivoted to continue to offer all these services meaningfully and intentionally while devising new and adjusted offerings virtually, and some services safely distanced in person, to reach our community where they are at and what they may be managing in this exceptional time.

Youth Programs

Fostering a positive self-identity for all LGBTQI+ youth and young adults ages 11-25, Rainbow offers structured programs, youth mentoring, social activities, and virtual drop-in youth spaces. Our youth programs help address internalized homophobia, promote resilience, and help youth decide when and how to more safely and bravely disclose their gender identities and sexual orientation. Our youth program has proudly offered a variety of activities, including game nights, movie nights, hot topics discussions, quarterly youth dances, field trips, and more. Additionally, Rainbow continues to provide a support group for parents/guardians of Transgender/Gender Nonconforming (TGNC) children ages 11 and younger, while the TGNC children participate in a concurrent activity-based social group, all virtually.

Senior Services

Rainbow's senior program provides a safe space for LGBTQ+ seniors to gather, socialize, and create a supportive community. LGBTQ+ seniors are more likely than their straight peers to be isolated, so we aim to increase support, help address internalized homophobia and shame, and ensure seniors have access to a supportive network of peers. Activities include senior lunches, social groups, youth/senior events, and social outings.

Social and Support Groups

Our social and support groups aim to increase a sense of community amongst the LGBTQ+ population and decrease isolation. Our social and support groups include both professionally facilitated and peer-led support groups, recovery groups, and social and activity groups for people with various identities. We host movie nights, game nights, summer picnics, theater outings, and more.

Health and Wellness Services

Our health & wellness services support the creation of a healthy, flourishing, and vibrant LGBTQ+ community in Contra Costa County. Services include Rapid Testing HIV clinics, safer sex information and supplies, and domestic violence information and support services.

Kind Hearts Food Pantry has transitioned to our Supply Train Program

The Supply Train Program continues to provide essential services to people living with HIV/AIDS and to LGBTQ+ people over the age of 55. Our weekly Supply Train staff and community volunteers deliver food boxes to the homes of people living with HIV/AIDS and qualifying seniors, and weekly we conduct extensive check in calls with all our seniors, especially those who are sick and cannot leave their homes before sheltering in place. Rainbow is a distribution site for the Senior Food Program, Gleanings Program through the Food Bank of Contra Costa and Solano Counties. Additionally, our community members work with registered dietitians that prescribe nutritional supplements to our HIV positive clients that are enrolled in the Extra Helpings Program.

Community Mental Health Services

Rainbow's mental health counseling program aims to increase the resiliency of our community, help stabilize high-risk people with acute mental illness, and help our community thrive. Rainbow provides culturally competent virtual services, such as Individual Therapy, Partners' Counseling, and Family Counseling. We also offer coaching sessions for Mental Health professionals on how to work with LGBTQI+ folx.

Homeless Transitional Youth Program (HTYP)

This program benefits LGBTQ+ youth and young adults from age 12 to 24 who are experiencing homelessness, have been victims of violence, and are in crisis. Client services offered through HTYP are as follows: temporary housing, by providing youth 18 and up with hotel vouchers, furniture, transportation, relocation funds, food, employment, clothing, medication and lock/ window safety. Offers emergency housing to youth that are homeless, at imminent risk of homelessness, and supports their efforts to locate affordable and sustainable housing, and supportive housing. The program supports the whole person by also providing clinical services, (therapy) youth groups continuum of services by following up with youth after they have achieved permanent housing.

A HTYP community member shared, "If it wasn't for getting in touch with Rainbow I would have killed myself, to be honest. I wouldn't be alive today. I'm truly grateful to them for my life—to be able to speak, to eat, to have a job, to give back to the community that I love and that I'm so passionate about. That's how Rainbow has changed my life: I'm still living." —Marie, age 24

HIV Prevention Program

This program consists of various types of outreach that include social media promotion, HIV+ support groups, social groups and special events that have a focus on male identified people of color and Spanish speaking communities in Contra Costa County.

Training, Professional Development & Curriculum

We envision a world where LGBTQI+ people's dignity is honored and respected in every part of the public and private spheres in which they contribute to society and encounter others. Rainbow facilitates responsive, interactive, hands on, minds on, hearts on learning experiences for all of our participants to grow in their understanding and practices. Additionally, we are developing new LGBTQI+ affirming and expansive curriculum sets for purchase. We offer ongoing professional development groups, workshops, panels, and speakers for companies, organizations, schools, groups and individuals. All revenue from training, professional development groups, & curriculum goes towards supporting Rainbow's programs & services in the community.

POSITION SUMMARY

The Rainbow Board of Directors support the staff, led by the Executive Director and staff leadership team, in providing a wide range of services, outreach, and programs to address community needs for LGBTQI+ persons and our allies in Contra Costa County and beyond. Collectively, the Board of Directors are tasked with fulfilling the organization's strategic plan and ensuring consistent work toward meeting our mission and vision. We believe that individual Board Members must actively work to collaborate, continuously identify ways to improve themselves and the organization, celebrate wins small and big, and help implement plans to move the organization forward through challenges. **We ask that each member lead with accountability, transparency, integrity, humility, and compassion.**

A Rainbow Community Center Board Member is part of the governing body, oversees the organization, and is responsible for its overall success. There are legal, ethical, and social responsibilities that each Board Member commits to meet and to act, always, in the best interest of the organization and its many stakeholders. Every member of the board of directors of a nonprofit has “three primary legal duties known as the ‘duty of care,’ ‘duty of loyalty,’ and ‘duty of obedience’, which are described below:

- Duty of Care: Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will;
- Duty of Loyalty: Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; not in the best interest of the individual board member (or any other individual or for-profit entity).
- Duty of Obedience: Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.

However, a board of directors does not exist solely to fulfill legal duties and serve as a fiduciary of the organization’s assets. Board members also play very significant roles providing guidance to nonprofits by contributing to the organization’s culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates.”¹

BOARD GAPS ANALYSIS

The Rainbow Board of Directors conducted an analysis of the current identities, backgrounds, education, and work & volunteer experience of members and identified areas of strength and gaps. Rainbow aims to serve Contra Costa County’s LGBTQI+ community, which represents a diverse membership and we believe our Board should reflect as much of the diversity of our community as possible. Our board does not yet reflect the community that we serve and we acknowledge there are gaps in our understandings and experiences, therefore we will prioritize applicants who have the identity, background, education, or experience that meets one or more of the following: (listed in order of current priority)

- Black Indigenous People of Color (BIPOC)
- People of Color (POC)
- Mental Health work experience (counseling, psychiatry, clinical services, therapy, etc) - preferably Licensed professional
- Social Work work experience (social worker, advocate, etc) - preferably Licensed professional
- West County residency (past or present)
- Legal background or work experience (lawyer, legal aid, paralegal, law degree, etc)
- Individuals aged 18 to 30 (Note: fiduciary duties for 18 to 20 year olds are different than 21+ members)
- Individuals with disabilities and neurodiverse folx
- Finance background or work experience
- Grant Writing and/or Management
- East County residency (past or present)
- Youth Advocacy
- Human Resources background and experience
- Marketing or Designing background and experience

Reference and reasoning for naming our priorities for member’s identifications and background:

“A board’s composition impacts how it leads. At the most fundamental level, who serves on a board impacts how it functions and the decisions it makes. While board composition is not one-size-fits all, a board that is homogeneous in any way risks having blind spots that negatively impact its ability to make the best decisions and plans for the organization. The blind spots created by a lack of racial and ethnic diversity are particularly concerning, as they may result in strategies and plans that ineffectively address societal challenges and inequities, or even reinforce them.” Leading with Intent 2017 National Index of Nonprofit Board Practices²

ESSENTIAL POSITION RESPONSIBILITIES

- Willingness to engage in self-reflection and continuous learning; it is important each Board Member understand & utilize their strengths and acknowledge & improve in areas that require growth.
- Each Board Member is responsible for supporting the organization’s fundraising efforts, maintaining financial stability, and overseeing overall fiscal stewardship in collaboration with the Executive Director and staff leadership.
- Networking and advocacy are key responsibilities that require active involvement in the community and ongoing learning and knowledge of the organization’s programs and services.
- Represent and present at and within community events, coalitions, trainings, workshops, and collaboratives.
- Work effectively with a diverse and intersectional colleague, client, network partners, and community population.
- Establish and maintain purposeful, clear, and respectful working relationships and be a part of an organizational team that includes clinicians, administrative staff, program staff, and other board of directors
- Support the staff leadership with the ongoing work to build, maintain, and grow Rainbow’s fiscal sustainability and responsibility in serving our communities, i.e. cultivating development streams, grants, individual and corporate donor relationships, etc.
- Comply with security, safety and health standards at all times.

¹ www.councilofnonprofits.org/

² www.leadingwithintent.org

REQUIRED QUALIFICATIONS

- Familiarity and embracement of LGBTQI+ cultures
- Mature attitude, humility, and a sense of humor
- Commitment to cultural humility and work through a lens of social justice
- Proficiency with Zoom video conferencing and other computer skills is necessary (all meetings are currently virtual)
- Effective and kind interpersonal, verbal and written communications skills
- Ability to have a clear background check is required, although each case will be reviewed by the Executive Committee and leadership team to make an equitable determination. Returning citizens are encouraged to apply and submit a letter of explanation for consideration.

DESIRED QUALIFICATIONS

- Experience in a leadership role (supervising staff and/or volunteers) preferably with a community focus
- Fundraising and philanthropic experience is highly desirable
- Demonstrated ability to work as part of an organizational team
- Experience with strategic planning, committee work, and/or community organizing is a plus
- Experience on a board of directors, especially a nonprofit board is helpful

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to represent an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

HOW TO APPLY

To be considered for this position, please submit the board application, a cover letter, resume and three professional and/or personal references to Dodi Zotigh, Board President at dodi@rainbowcc.org with the subject line: **“Board Member Application”**. Please, no phone calls. The Board Application and contact information for Dodi can be found on the Board's webpage at <https://www.rainbowcc.org/join-our-board>. Only applicants meeting all of the minimum required qualifications may be invited for a virtual interview with at least two current Board Members.

EQUAL OPPORTUNITY

Rainbow provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, sex, sex stereotype, gender identity, gender expression, transgender identity (including whether or not you are transitioning or have transitioned), sexual orientation, national origin, ancestry, physical or mental ability, medical condition, genetic information or characteristics, marital status, domestic partner status, age, military or veteran status and any other basis protected by federal, state or local law, ordinance or regulation.

Rainbow is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in organization operations and prohibits unlawful discrimination by any employee of the organization, including supervisors and coworkers.

*Rainbow believes that one of the significant areas our values are established and communicated are within our recruiting and hiring practices. We look to elevate and create opportunities for the most marginalized people in our society — namely Black Indigenous People of Color (BIPOC), POC, LGBTQI+ people, and all women. We believe that these communities must be centered in the work we do. Hence, **we strongly encourage applications from people with these identities or who are members of intersectional, marginalized communities.** This is one expression and enactment as to how we transcend our lens from inclusive to expansive.*