



Position Description:
Youth Housing Technical Assistance Coordinator

<https://www.rainbowcc.org/>

Reports To: Director of Youth Housing Technical Assistance

Work Status: Full Time position

Salary Range: \$50,000 firm

Department: Housing

Location: Remote work with hybrid office model
2380 Salvio St., Suite 301, Concord, CA 94520

Benefits: Regular full-time employees receive sick time accrual and usage, 14 single paid holidays and 3 Floating Holidays annually in addition to December 25 through January 1, when the organization is closed. Rainbow pays 75% of Kaiser health insurance premium and the full premium for vision, dental, and short-term life through Principal.

Payroll Type: Non-Exempt

Supervisory: No

Initiated/Updated: September 19, 2022

Regular Hours: 40 hours per week

Schedule: Monday to Friday; flexible hours with occasional evenings and weekends required. Schedule is negotiable.

Position Available: September 26, 2022

Union: Anticipating contract with Teamsters 856 of which this position is eligible as part of the bargaining unit and guaranteed by the National Labor Relations Act

ORGANIZATIONAL HISTORY

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.

MISSION

Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) people & our allies.

VISION

Rainbow envisions a society that advocates for and celebrates gender and sexual diversity, racial justice, safety, and liberation for all through healing centered engagement.

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

Historically Marginalized and Intersectional LGBTQI+ Identities encompass:

- Transgender and Gender Non-conforming
- Black, Indigenous and People of Color
- Women
- Neurodiversity & Mental Health Abilities
- Physical Abilities
- Body Diversity
- HIV Status
- Elders
- Youth
- Immigrants
- Interfaith
- Familial Composition
- Class/Socioeconomic Status

**'inclusive' with its implied power differential, whereas 'expansive' refers to centering power with marginalized people*

As Rainbow transcends its vision from inclusive to expansive*, we will be able to represent by centering and reaching a wider scope of People of Color, intersectional, and marginalized LGBTQI+ identities more effectively. We understand that "inclusion", which in meaning and implementation, holds and maintains a power differential, whether intentionally set. With this position we look to center folx that need access to adult support and services within our communities.

VALUES

Authenticity. We are legitimate and true, able to express hope, pride, joy, love, compassion, and support with one another and ourselves.

Bravery. We cultivate emotional strength building spaces for ourselves and one another that inform and redefine safety.

Education. We teach in welcoming, dynamic, fluid, open-hearted, and impactful ways demonstrating we are always learning.

Healing. We believe in holistic, restorative, and transformational approaches and processes.

Liberation. We are committed to racial and economic justice through the work of solidarity, positive representation, equity, and advocacy, to achieve freedom of limits.

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 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 volunteer

POSITION SUMMARY

Rainbow is rapidly growing and we are looking for an exceptionally detail oriented Youth Housing Technical Assistance Coordinator to work closely with our new Housing Technical Assistance Team. This position will provide administrative support for the Director of Youth Housing Technical Assistance. This position serves as a primary point of contact for external constituencies and as a liaison to California County Offices of Education, foster and homeless liaisons, and Rainbow's leadership team. Primary responsibilities include scheduling, screening and drafting correspondence, general administration, meeting preparation, record keeping, synthesizing information, and meeting minutes notation. The Youth Housing Technical Assistance Youth Coordinator must be able to work independently, under pressure, and with absolute confidentiality and discretion, and available to moderate and facilitate portions of virtual and in-person training. This is a dynamic position in the organization that interacts with network and community partners, housing and foster care school district liaisons, elected officials, Rainbow board and leadership team members, staff and volunteers.

ESSENTIAL FUNCTIONS

- Maintain the Director of Youth Housing Technical Assistance calendar, schedule all appointments, and ensure schedules are followed and respected
- Work effectively with a diverse and intersectional colleague, client, network partner, and community population
- Meet weekly sharing oral and written briefs offering prioritization and recommendations
- Screen requests for speaking engagements and trainings
- Answer, evaluate, and direction all incoming phone calls to the Director of Youth Housing Technical Assistance, according to established communication pathways
- Conduct, analyze, edit, proof, and prepare background information and presentation materials for the Director of Youth Housing Technical Assistance prior to all meetings, training, and public events
- Partner with Youth Housing Technical Assistance Research Manager to update and manage contact information for elected officials, network and community partners, stakeholder leaders, housing and foster care school district liaisons, Rainbow board and leadership team members, staff and volunteers.
- Draft and proofread internal and external correspondence, reports, and other materials
- Prepare and organize key documents for signature, comments, decision, or action
- Develop and maintain extensive electronic filing and project tracking systems for correspondence, business matters, and related data according to relevant document retention policies
- Serve as training moderator with virtual and onsite administrative support

OVERALL SKILLS, ABILITIES AND EXPERIENCE

- 1-2 years of experience and familiarity with issues of particular relevance to LGBTQI+ community, youth and people
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment
- 1-2 years of experience with administrative, management, and communications within a business or organization
- Demonstrated personal and professional commitment to Cultural Humility, Diversity, Equity, and Inclusion practices and the development and implementation of materials through a lens of social justice
- Strong critical thinking skills with a proven attention to detail, organization, and timely independent decision making
- Ability to synthesize information and manage competing priorities and constituencies

- Strong political acumen and ability to handle agency information and correspondence with confidentiality and discretion
- Sound judgment to prioritize tasks and limit distractions
- Hustle and Attitude - Ten steps ahead of the Director of Youth Housing Technical Assistance, in order to help conserve time, work SMART, and drive efficiency
- Dedication to making the impossible, possible with access to a consistently positive outlook and attitude
- A creative problem-solver, excellent ability to troubleshoot, assess, and anticipate
- Proactive and self-motivated under tight deadlines, with the ability to receive direction
- Helpful and hopeful demeanor, focused on customer service, and a proven ability to establish solid connections and build successful relationships that support Rainbow's mission
- Regular, consistent and punctual attendance
- Must be able to work occasional nights and weekends with a variable schedule
- Values confidentiality, discretion, tact in the workplace and safe social media engagement
- Effective and kind interpersonal, verbal, and written communications skills
- Able to handle multiple tasks simultaneously with strong organizational skills and attention to detail
- Strong organizational skills and follow through
- Detail-oriented with the ability to balance areas of work and prioritize
- Enthusiasm and pride in work
- Mature attitude, humility, and a sense of humor
- **Tech platform working fluency:**
 - Google Workplace applications including Gmail, Calendar, Docs, Sheets, Forms, Slides and Drive
 - Microsoft Office including Word, PowerPoint, and Excel
 - Zoom video conferencing
- **Commitment, fluency, and working knowledge of key program, development, and management approaches:**
 1. **ACEs Aware:** <https://www.acesaware.org/ace-fundamentals/>
 2. **Asset & Strength-based Practice** <https://positivepsychology.com/strengths-based-interventions/>
 3. **Cultural Humility:** <https://hogg.utexas.edu/3-things-to-know-cultural-humility>
 4. **Depth of Knowledge & Bloom's Taxonomy** <https://www.synergiseducation.com/blooms-taxonomy-and-webbs-depth-of-knowledge/>
 5. **Embracement of LGBTQI+ Cultures (SOGIE Handbook as one reference example)** https://www.health.ny.gov/prevention/sexual_violence/docs/sogie_handbook.pdf
 6. **Emergent Strategy** <https://fortelabs.co/blog/emergent-strategy-organizing-for-social-justice/>
 7. **Expansive Practices (pp 25-33)** https://www.health.ny.gov/prevention/sexual_violence/docs/sogie_handbook.pdf
 8. **Growth Mindset** <https://www.mindsetworks.com/science/>
 9. **Human Centered Design Process** <https://www.usertesting.com/blog/how-ideo-uses-customer-insights-to-design-innovative-products-users-love>
 10. **Positive Youth Development (PYD) Framework (universal application though focused on youth)** <https://www.youthpower.org/positive-youth-development-pyd-framework>
 11. **Restorative Practice (partnered with Collective Healing and Transformation-CHAT)** http://64.166.146.245/docs/2021/MXCAB/20210717_1852/46141_The%20CHAT%20Project_Measure%20X_FINAL_7-2-21.pdf
 12. **Search Institute's Developmental Assets Framework (universal assets though focused on youth)** <https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>
 13. **Social and Emotional Learning (SEL)** <https://www.instituteforsel.net/approach>
 14. **Trauma-Informed & Healing Centered Approach** https://www.cdc.gov/cpr/infographics/6_principles_trauma_info.htm

EDUCATIONAL REQUIREMENTS & LICENSES

A combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- Experience in LGBTQI+ Advocacy, Human Services, Community Programming, Curriculum and Training Development, Nonprofit Leadership or Management, or related fields
- Bachelor's degree from an accredited institution helpful
- Possess and maintain a valid, non-restricted California Driver's License

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 a cover letter and resume to **Dana TherActivist Johnson, Director of Youth Housing**

Technical Assistance at dana@rainbowcc.org with the subject line: “**Youth Housing Technical Assistance Coordinator.**” Please, no phone calls. Only applicants meeting all the minimum qualifications may be invited for an interview.

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 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.*