

Summary:

The Brooklyn Community Pride Center is seeking a full-time YouthPride program manager to join our energetic team and manage YouthPride with a focus on launching a new internship program. The YouthPride program manager reports to the executive director and collaborates with community stakeholders as appropriate.

The Brooklyn Community Pride Center is the only LGBT+ community center in Brooklyn and is fast becoming the borough's premier network of programs and services for the LGBT community and our allies. Across the spectrum from young people to elders, the Brooklyn Center enables our community to actively participate in positive, life-affirming activities. We offer a distinctive choice for residents of New York City's largest borough to celebrate, heal, learn, create, organize, relax, socialize, and play.

Scope of Duties**Internship/externship management 80%**

- Collaborates with executive director, university faculty, and others to create a comprehensive workforce development program for up to 80 LGBTQ+ young people age 18-24.
- Recruits youth for workforce development training across 4-5 week cohorts and collaboratively manages internship/externship placements.
- Collaboratively identifies potential employers and monitors, tracks, and supports their role in the process. Facilitates regular check-in meetings between employers and interns.
- Collaboratively coaches and facilitates learning opportunities for youth and employers to support their success in the program.
- Monitors and tracks youth performance.
- Confidentially manages all electronic files including weekly timesheets.
- Collaborates on reports to funders and takes the lead on drafting language related to the internship program.
- Creates Facebook event pages, posts, and related social media content often in collaboration with other staff and volunteers.
- Manages the YouthPride budget.
- Supervises a program intern when appropriate.

Communications 5%

- Drafts YouthPride language for the website, annual report, and other publications.
- Collaborates with development and engagement manager on marketing and communications campaigns using Mail Chimp.
- Posts to Facebook, Twitter, Instagram, and YouTube concerning YouthPride activities.

Community Engagement 10%

- Manages YouthPride relationships via Donor Tools, the organization's relationship management software.
- Coordinates, supports, and manages logistics for all events associated with YouthPride.

- Collaborates with development and engagement manager to engage YouthPride participation in activities and events of the Center including World AIDS Day, annual Holiday Party and Volunteer Recognition, Heritage Pride, Brooklyn Pride Festival and Parade, and other events and activities as needed.

Other 5%

- Ours is a highly collaborative environment and might necessitate reception coverage when volunteers are unavailable.

Primary Qualification

- Three to five years in youth internship/externship management preferably in the LGBTQ+ community.

Characteristics

- Self-motivated detail demon.
- Ability to rapidly pivot while remaining calm.
- Self-starter with a track record of achieving ambitious goals and targets.
- Exceptional ability to connect, engender confidence and trust, establish appropriate boundaries, and motivate young LGBTQ+ people.
- Active listener.
- Exceptional emotional intelligence.
- Ability to independently manage with a limited budget.
- Excellent communications and technical skills (written, oral and computer).
- Knowledge of and commitment to lesbian, gay, bisexual and transgender issues, as well as the intersection of LGBT+ issues within communities of color, people with disabilities, and other disenfranchised groups.
- Ability to organize and manage multiple tasks and meet deadlines.
- Exceptional time management.
- Ability to diplomatically manage competing priorities and constituencies.
- Computer literacy including proficiency in MS Office.
- Nimble, flexible, collaborative: able to work in a mobile office environment.

Compensation: This is a full-time, exempt position. Salary range: \$40,000 - \$45,000 with 80% employer-sponsored health insurance.

Applications: E-mail cover letter, résumé, and one writing sample to jobs@lgbtbrooklyn.org. Subject: [Your name]: YouthPride Program Manager. Writing sample should be a report or other communication in which you were the lead or contributing author. Please specify in your cover letter your role in writing the piece.

Location: Brooklyn, NY

Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.