

Join our Growing Team!

Summary:

Brooklyn Community Pride Center is seeking a full-time program manager to join our energetic team. The program manager reports to the director of programs and collaborates with the Pride Path program manager, program associate, and the development and engagement manager as appropriate.

The Brooklyn Center is the only LGBTQ+ community center in Brooklyn and is fast becoming the borough's premier network of programs and services for the LGBTQ+ 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.

The organization is rapidly growing and will expand from 3,100 square feet of space at Restoration Plaza (Bedford-Stuyvesant) to an additional 6,500 square feet at the Bedford-Union Armory (Crown Heights) in 2021 with continued expansion through 2025. Remote and mobile work is possible until our expansion into the Armory.

The program manager is responsible for supporting Pride Path, coordinating Outer Borough Consortium activities, and other programmatic initiatives of the Center.

Pride Path was launched in March 2018 and serves 45 young adults ages 18 – 24 with training and internship opportunities in FY19. Continued expansion to include LGBTQ+ community members of all ages is expected beyond FY19.

The Outer Borough Consortium is a new collaborative of LGBTQ+ health and human service agencies in Brooklyn and throughout the outer boroughs of New York City.

The ideal candidate will thrive in a creative, fast-paced, entrepreneurial environment. This is an exciting organization to join the team of one of New York City's fastest growing LGBTQ+ organizations!

Scope of Duties

Consortium responsibilities (25% - 50% of time):

- Serve as the Center's representative and liaison for the Consortium to support, promote, and coordinate services for LGBTQ+ people in Brooklyn and throughout the outer boroughs of New York City.
- Prepare for, participate, and take notes of regularly scheduled Consortium meetings.
- Pro-actively engage in Consortium activities in order to facilitate information exchange, formalize interagency work, facilitate referrals, and promote resource-sharing.
- Work in collaboration with outer borough community partners to develop and implement project plans.
- Initially with primary focus on Immigration, work with director of programs and other Center staff to develop and implement programming as it relates to the Consortium.
- Build relationships with health and human service providers and represent the LGBTQ+ network in a variety of community committees, task forces, and coalitions.

- Identify and evaluate service gaps for LGBTQ+ people in Brooklyn.
- Create and maintain a resource and referral database for LGBTQ+-affirming services in Brooklyn and beyond.
- Track, monitor, and report on Consortium participation and activities for internal records, contractors and funding opportunities.
- Other duties as assigned.

Program responsibilities (50% - 75% of time)

- Work with the director of programs and the Pride Path program manager in support of the Pride Path program. This includes, but is not limited to:
 - Provide input and expertise in program expansion and buildout.
 - Recruit participants for the Pride Path program and follow up with applicants to ensure a smooth enrollment process.
 - Remain in touch and follow up with Pride Path participants throughout the program.
 - Monitor and track Pride Path participant performance and progress toward milestones and outcomes.
 - Assist with developing internship host sites and employer relationships for part- or full-time job placements and monitor, track, and support their role in the process. Facilitate regular check-in meetings between employers and interns.
 - Support the Pride Path team in developing partnerships for training programs that meet the needs of participants, in particular in computer skills, digital media, business management/ entrepreneurship and sectors such as art and entertainment and social services.
 - Collaboratively coach and facilitate learning opportunities for youth and employers to support their success in the program.
 - Assist with coordination and logistics for events related to Pride Path, including events that recognizes the successes that participants achieve.
 - Collaborate on reports to funders and drafting of language related to the Pride Path program.
 - Support the Pride Path program manager in drafting and publishing content for website, newsletters, social media, reports, and other publications.
- Work with the director of programs to develop and implement new programmatic activities with focus on the 2023 Strategic Vision Framework and program priorities, that include social isolation, workforce development, immigration, health and wellbeing, and homelessness.
- Assist with administrative duties and cover reception in case of need.
- Other duties as assigned.

Primary Qualifications

Three to five years of experience in nonprofit program management or coordination or comparable, preferably in the LGBTQ+ community.

Characteristics

- Self-motivated with high attention for detail and a flexible and collaborative work ethic. Ability to rapidly pivot while remaining calm.
- Self-starter with a track record of achieving ambitious goals and targets.
- Excellent emotional intelligence with exceptional ability to connect, engage, and gain trust with the individuals served through the Center.

- Excellent communication skills both oral and in writing; active listener.
- Knowledge and commitment to addressing the issues and challenges of LGBTQ+ communities, in particular LGBTQ+ communities of color, with disabilities, and other disenfranchised groups.
- Experience in nonprofit program management, preferably serving the LGBTQ+ community.
- Demonstrated ability to network and establish and maintain partnership with a variety of collaborators including social service agencies, training providers, and employers -- both in the private and public sector.
- Ability to diplomatically manage competing priorities and constituencies.
- Knowledge of and connections to resources that address barriers that LGBTQ+ community members have in entering or participating in the workforce.
- Ability to thrive in an environment characterized by growth, diversity, and constant change.
- Ability to organize and manage multiple task and meet deadlines; exceptional time management.
- Demonstrated ability to meet targets and operate in high performance management environment.
- Proficient in MS Office, social media, and data management systems.
- Willing to work in evenings and during weekends and able to work in a mobile office environment.

Compensation: This is a full-time, exempt position. Salary range: \$45,000 - \$55,000 with 100% employer sponsored health insurance.

Applications: E-mail cover letter, resume, and one writing sample to Tondalaya London at jobs@lgbtbrooklyn.org. Subject: [Your name]: Brooklyn Community Pride Center 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.