Join our Growing Team!

Summary:

Brooklyn Community Pride Center is seeking a part-time temporary program associate to join our energetic team. The program associate reports to the program manager and collaborates with other Center staff 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 4,232 square feet at the Bedford-Union Armory (Crown Heights) in 2020/2021 with continued expansion through 2025. Remote and mobile work is possible until our expansion into the Armory.

The program associate is responsible for supporting the Center’s Pride Path workforce development program. 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

- Recruit participants for the Pride Path program and follow up with applicants to ensure a smooth enrollment process.
- Schedule and meet with Pride Path participants to conduct intakes and assessments that will inform tailored individual service plans.
- Meet with Pride Path participants on a regular basis to follow up on their individual service plans and ensure that participants get connected to the services they need.
- Monitor performance and drive progress toward milestones and program outcomes, both for individual participants and for the Pride Path cohort as a whole.
- Maintain and manage participant files, ensuring that electronic records are accurate, confidential, and updated in a timely manner.
- Provide input and support the development of an innovative, multi-tiered workforce training curriculum based on program needs.
- Support the Pride Path team in developing partnerships for training activities that meet the needs of participants, covering topics such as computer skills, digital media, entrepreneurship, career sector exploration, and more.
- Assist program managers in developing internship host sites and employer relationships for part- or full-time job placements.
- Support program managers in drafting and publishing content for website, newsletters, social media, reports, and other publications.
Program Associate Position Description

- Support the execution of workshops and events related to Pride Path, including events that recognize the successes that participants achieve. This includes classroom set up, printing materials for workshops, arranging for refreshments, and handling other logistics.
- Order, distribute, and document MetroCards and other participant incentives in a timely manner.
- Assist with administrative duties and cover reception on an as-needed basis.

**Primary Qualifications**

- One to three years of experience in nonprofit social service provision or administration, preferably in the LGBTQ+ community.
- Experience with maintaining participant records, outcomes-tracking systems, or similar documentation processes.
- Proficient in MS Office, social media, and data management systems.

**Characteristics**

- Flexible, collaborative, and attentive to detail.
- 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 by the Center.
- Excellent oral and written communication skills; an active listener.
- Knowledge of and commitment to addressing the issues and challenges of LGBTQ+ individuals, especially those who are people of color, who live with disabilities, and who possess other marginalized identities.
- Demonstrated ability to network and establish meaningful relationships with external partners, including social service agencies, training providers, and employers across the private and public sectors.
- Ability to thrive in an environment characterized by growth, diversity, and constant change.
- Ability to manage multiple tasks and meet deadlines; exceptional time management skills.
- Demonstrated ability to meet targets and operate in a high-performance management environment.
- Willing to work evenings, weekends, and remotely as needed.

**Compensation:** This is a part-time, temporary, exempt position. Salary range: $25,000 - $30,000 for 20 hours per week.

**Applications:** E-mail cover letter, resume, and one writing sample to the attention of Frank Mitchell, Brooklyn Chamber of Commerce, who is conducting first round interviews on behalf of the Center, at jobs@lgbtbrooklyn.org. Subject: [Your name]: Brooklyn Community Pride Center Program Associate. Writing sample should be a report or other artifact 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. Brooklyn Community Pride Center is an affirmative action employer.*