



Youth Center Assistant Director

The LGBTQ Center of Durham's vision is to create a community where all LGBTQ+ lived experiences are affirmed, supported, and celebrated.

The LGBTQ Center of Durham supports LGBTQ+ people through services, programming, resources, and support networks that center their wellbeing and allows them to thrive.

Core programs include Project FAM, GRASP, LGBTQ+ Youth Center, a re-centered Pride, and other gender inclusive support programs. Located in downtown Durham, North Carolina, the Center has a staff of nine, a nine-member Board of Directors and an annual operating budget of approximately \$1,000,000+.

Job Description

POSITION OVERVIEW:

The Youth Center offers support, advocacy, and experiences for personal development and social interaction to lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ+) youth ages 12 to 24.

As an employee at the LGBTQ Center of Durham, the Youth Center Assistant Director will assist the Youth Center Director with creating, implementing, leading, and evaluating all aspects of the program; provide direct services aligned with the program; and serve as a member of the general LGBTQ Center of Durham staff. This role includes ongoing and consistent conflict management among the youth and is an essential function of the position.

This position reports to the Youth Center Program Director. Given the nature of this role the ideal candidate must be nimble and flexible enough to pivot and meet the immediate needs of the youth and the youth center.

RESPONSIBILITIES:

Program Implementation: Plan and execute all aspects for day to day implementation for the various youth center programs, including but not limited to:

- Activities to recruit, screen, support, and retain volunteers and clients
- Ongoing after-school programs
- Generate content to provide educational trainings for community on program related topics
- Creating a continuous flow of social media content to engage with youth, their families, and other community members

Program Management: Assist with providing ongoing management and administration for the Youth Center. This includes:

- Evaluate program needs, gaps, and strengths; develop systems for going evaluation and metrics
- Create and keep records of program activities; progress towards goals, and interactions with key volunteers
- Maintain appropriate, timely, and well-organized programmatic records

Qualifications

REQUIRED QUALIFICATIONS:

- Experience working in a collaborative setting; program management and development
- Personal qualities of integrity, credibility, creativity, and a commitment to and passion for the organization's mission; personable under pressure, able to problem solve and able to work with diverse constituencies.
- Excellent verbal and written communication skills
- Must be organized, self-starting, results-oriented; able to work under pressure and complete multiple tasks simultaneously.
- Commitment to and knowledge of the greater Durham queer and trans communities and an understanding of issues affecting the Durham LGBTQ+ community; with strong anti-oppressive/anti-racism lens.

- Minimum 3 years nonprofit, higher education, or public service experience; with 2 of these years of program and/or volunteer management experience.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in education, social work, or closely related field
- Evening and weekend availability
- Bilingual (English/Spanish preferred but not required).

Position Benefits

Depending on education and experience, low \$50's per year. Benefits include employer paid healthcare, generous personal time off and paid holidays.