



Department: Programming
Job Title: Youth Program Coordinator
Reporting to: Assistant Director of Programs
FLSA Status: Non-Exempt
Date Prepared: 2/6/2019

Job Summary: Student Support Coordinator

The Mission of the Jacksonville Area Sexual Minority Youth Network (JASMYN) is to support and empower lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth by creating safe space, providing youth development services and bringing people and resources together to promote diversity and human rights. JASMYN is seeking an energetic, responsible professional needed to implement youth development, health education, and community building programming for LGBTQ Plus youth 13-23 with a strong programming focus on LGBT youth of color at high risk for HIV.

Essential Duties and Responsibilities:

- Coordinate and facilitate the CDC evidence based program 3MV (Many Men, Many Voices) for LGBT youth of color at high risk for HIV.
- Organize networking meetings and outreach to support the development of the 3MV programming
- Create a social media presence/following for youth participating in 3MV or eligible to attend 3MV programming.
- Work outreach opportunities including community information fairs & conferences, HIV testing at night clubs and other off-site venues Conduct survey and evaluation activities to determine project outcomes
- Assist with monthly off-site HIV testing and outreach
- Support online and in person outreach with high risk young people to encourage HIV Testing on the JASMYN campus, offsite at all testing locations, on JASMYN's social media accounts
- Promote and support positive youth development, youth leadership, health education, and HIV prevention group activities on the JASMYN Campus
- Engage youth in outreach and recruitment opportunities
- Support the development of JASMYN's social media outreach efforts
- Conduct survey and evaluation activities to determine project outcomes
- Responsible data entry and monthly reports
- Create and facilitate youth leadership and health education activities in the JASMYN Youth Center
- Support youth involvement in program planning and implementation
- Encourage and facilitate youth participation through relationship building and following up on identified needs.
- Co-facilitate youth development programming as needed in the Youth Center
- Assist with the coordination of JASMYN's annual prom and House Ball
- Assist other staff members with services offered, such as: HIV testing and counseling, case management referrals, health education, clinic, etc.
- Support rapid HIV testing including pre- and post-test counseling
- Support HIV testing and counseling at JASMYN's weekly Sexual Health Clinic and overall operations of Sexual Health Clinic



- Work closely with youth to assist them with their identified needs and internal linkages and community referrals; provide supportive services to youth at the drop in center
- Assist as needed with the coordination of all safety net resources; food pantry, food fest, bus passes, JASMYN resource guide and community referral lists
- Other duties as assigned

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelors Degree in education, sociology, psychology, social work, public health or a related field from an accredited university
- Familiarity and sensitivity in dealing with the unique needs of LGBTQ youth
- Strong community building and outreach skills
- Comfortable at large events and engaging in conversations regarding HIV testing and sexual health
- Knowledge about or experience with HIV testing
- Ability to relate to teens and young adults in an accepting, positive and healthy manner
- Knowledgeable about social marketing outreach ex: Facebook, twitter, Instagram
- Demonstrated experience in positive youth development
- Enjoy working with groups and confident engaging in conversations around social justice, HIV testing, safer sex and common concerns that LGBT youth face
- Strong assessment skills and ability to document and prioritize needs
- Sensitivity to, interest in and competence in cultural differences, HIV/AIDS, minority health, sexual practices, and a demonstrated competence in working with persons of color and gay/lesbian/bisexual/transgender community
- Understanding of how HIV is transmitted and prevented as well familiarity with Pre-Exposure Prophylaxis (PrEP)
- Data management experience preferred, including familiarity with Excel or other data management software
- Must pass criminal background checks
- Current FL driver's license and clean driving record



Knowledge/Skills/Abilities:

- Cultural Competency – understand basic concepts around HIV and AIDS and knowledge around the challenges and barriers high risk LGBTQ youth face
- Customer Service – able to personally provide high level of interactive service to targeted customer base/market, building relationships and acting as external organization advocate
- Team Orientation & Interpersonal – must be a highly motivated, passionate, and creative team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner
- Organization & Time Management – able to work independently with minimal supervision while planning, scheduling and organizing professional schedule to complete actions within established deadlines; able to handling multiple priorities with strong attention to detail
- Systems & Software – proficient in the use of Microsoft Office software applications

Hiring details:

- Full-time position, Non Exempt (40 hours per week)
- Flexible schedule, with some nights and occasional weekends required.
- JASMYN offers excellent benefits including health insurance, 401K retirement plan, paid holidays, and generous leave policy. Salary is commensurate with experience.
- JASMYN is an equal opportunity employer. Minorities are encouraged to apply.
- **Application Procedure:** Interested applicants must submit a cover letter that details relevant experience related to job responsibilities, and a detailed resume with at least three references as well as salary requirements. Please send **cover letter and resume** to apply@jasmyn.org. Position is open until filled. Candidates chosen for interview will be contacted. We will be unable to take any inquiries related to posting or hiring details.



Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs		Research, analyze and interpret information
X	Verify data and information		Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods		Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):		Other (List):
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date