



## Project Bravery Program Associate

### POSITION DESCRIPTION

At Olalla Center, we believe all people are stronger with the support of a caring community, culturally appreciative services, and a connection to the natural world.

Our **Project Bravery Program Associate** supports Olalla Center's mission of creating a safe and welcoming environment for clients, employees, and the community. Olalla Center celebrates and honors the uniqueness and diversity of all individuals. We promote health equity and inclusivity in all services, outreach activities, and programs throughout Lincoln County, Oregon.

**TITLE:** Project Bravery Program Associate

**REPORTS TO:** Project Bravery Program Manager

**STATUS:** Hourly

**SCHEDULE:** Part-time (30 hours per week) - Monday-Friday, 1pm – 7pm, unless otherwise directed, including occasional evenings and weekends. Schedule may change during the school year. Potential for the position to grow into full-time.

**LOCATION:** Hybrid: Virtual/remote and on-site at various locations within Lincoln County.

**TRAVEL:** Ability & willingness to drive your own reliable vehicle to travel to various locations. Mileage reimbursement is available.

**VACCINE POLICY:** Olalla Center is considered to be an educational institution and falls under State mandates for health and safety. Therefore, any employees working for Olalla Center must be fully vaccinated (and masked) while in our on-site work environment in accordance with all current mandates and laws in effect at the time of employment.

**SALARY RANGE:** \$16.00 - \$18.00 per hour starting range depending on experience.

**BENEFITS:** Olalla Center offers a full complement of benefits, including::

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Discretionary Paid Time Off (100 Hours Per Year - Holidays deducted from PTO)
- Sick Leave (40 Hours Per Year)
- Short Term & Long Term Disability
- Flexible Schedule

### **About Olalla Center and Project Bravery**

The Olalla Center is a 501(c)3, non-profit organization based in Lincoln County, Oregon, with a mission of helping to strengthen and heal individuals, families, and our community. For over 40 years, Olalla Center has operated on the core philosophy that you cannot have good health without a good community. As such, we have focused our efforts not just on individuals and their families, but on the idea of village-building; creating social supports to help ensure life wellness.

Founded in 2020, *Project Bravery* seeks to foster bravery, empowerment, and advocacy within LGBTQIA2S+ youth in our community. Created from the need to address the isolation, social rejection, and lack of resources facing rural LGBTQIA2S+ youth.

*Project Bravery* strives to create safe spaces, promote visibility and acceptance, build equitable resources, and strengthen our community with courage and compassion. *Project Bravery* is also committed to advancing LGBTQIA2S+ health equity, providing public outreach and education, and building strong collaborative partnerships to address the needs of the LGBTQIA2S+ community across the region.

### **Job Description**

The ideal candidate has lived experience reflective of the population we serve, as this work requires extensive knowledge of and issues affecting the LGBTQIA2S+ community. The Program Associate is responsible for implementing safe, positive, inclusive programming for LGBTQIA2S+ youth (14-17) and young adults (18-24). Additionally, the Program Associate will be responsible for assisting the Program Coordinator in implementing community

programming for the broader LGBTQIA2S+ community (all ages), such as support groups and events, assisting with outreach and education campaigns, and fundraising.

#### **KEY AREAS OF RESPONSIBILITY:**

- ★ Assist the Program Coordinator in providing engaging age-appropriate activities that cater to the interests and needs of the youth participants.
- ★ Assist Program Coordinator in the facilitation of online programs (e.g., Discord and Zoom).
- ★ Offer support for LGBTQIA2S+ youth and young adults across the organization
- ★ Represent Bravery in community-based outreach to provide awareness and engagement with both Olalla Center and Bravery programs and services.
- ★ Demonstrate leadership and clear, consistent boundaries to ensure appropriate conduct, safety, and development of participants virtually and in-person.
- ★ Establish and enforce brave-space guidelines consistent with organizational goals/mission virtually and in-person.
- ★ Perform related and delegated tasks to assist and support Olalla Center programs and services to meet the goals and objectives of the organization.
- ★ Assist in data entry/management of participant database and other data collection methods.
- ★ Participate in special events including Pride, community events, fundraisers, etc.
  
- ★ Maintain safety at all times.
- ★ Supervise and support youth attending Project Bravery activities.
- ★ Assist in planning, scheduling, and implementing daily activities as approved by the supervisor.
- ★ Attend regularly scheduled staff meetings.
- ★ Maintain a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.).
- ★ Be knowledgeable of, and work in accordance with Olalla Center and Project Bravery policies and procedures.
- ★ Maintain professionalism when representing Olalla Center and Project Bravery.
- ★ Keep confidential all matters as it relates to youth safety and privacy, while also acting as a Mandatory Reporter.
- ★ Attend training sessions as directed by your supervisor and follow any new policies from the training.
- ★ Responsible for cleaning and organizing all Project Bravery areas.

- ★ Perform other duties as assigned by the Program Coordinator or Program Manager.

#### **COMPETENCIES/ABILITIES:**

- ★ Excellent communication and interpersonal skills with people at all levels and in all settings relevant to the missions of the Olalla Center organization
- ★ Ability to work independently at times and as part of a highly collaborative, professional team
- ★ Understand, value, and respect diversity in all forms, including diversity and work collaboratively and respectfully with diverse volunteers, staff, community leaders, organizations, and donors
- ★ Demonstrate professionalism, good judgment, and maintain confidentiality when required
- ★ Experience in positive youth/young adult development and trauma-informed care
- ★ Excellent communication and interpersonal skills with people at all levels and in all settings relevant to the missions of the Bravery program and Olalla Center organization
- ★ Exceptional attention to detail and organizational skills; ability to multi-task with confidence and multiple deadlines
- ★ Ability to sometimes work remotely and independently at times and as part of a highly collaborative, professional team
- ★ Understand, value, and respect diversity in all forms, including diversity within the LGBTQIA2S+ community
- ★ Work collaboratively and respectfully with diverse volunteers, staff, community leaders, organizations, and donors
- ★ Demonstrate professionalism, good judgment, and maintain confidentiality when required
- ★ Must be able to obtain and maintain CPR & First Aid certifications
- ★ Must be able to meet requirements to pass a Criminal Background Check and receive and maintain a Fingerprint Clearance Card
- ★ Must be able to obtain and maintain a Food Handler's Card
- ★ Proficiency in computer applications: Google Docs, Google Sheets, Google Slides, Gmail, Adobe Acrobat Pro, Zoom, and a working understanding of internet search functionality.

#### **EDUCATION / EXPERIENCE :**

- ★ ED, High School Diploma or equivalent (required)

- ★ College Degree in gender studies, psychology, social justice, social work, public health, or related field (preferred)
- ★ Minimum of 1 year of experience working or volunteering with vulnerable populations, in the human services sector, in youth development, or an LGBTQIA2S+ focused organization (required)
- ★ Thorough knowledge of the issues affecting LGBTQIA2S+ youth and the broader LGBTQIA2S+ community (required)
- ★ Experience in coaching/mentoring youth and implementing programs for youth (preferred)

## INSTRUCTIONS – HOW TO APPLY

A complete application contains **all of the following items**:

- ★ A comprehensive resume
- ★ Olalla Center employment application

([www.olallacenter.org/employment-opportunities](http://www.olallacenter.org/employment-opportunities))

**Olalla Center** greatly values experience and acknowledges that not everyone has had equitable access to educational and/or professional opportunities. Even if you do not feel you meet each and every criteria, please apply! You might be just the person we are looking for. Applications will not be accepted through any other means. **Incomplete applications will not be considered.**

**DEADLINE:** Open until filled. Applications will be reviewed and interviews scheduled as submissions are received. Early application is encouraged. You must submit our downloadable application, background check authorization form and your current resume to be considered.

Completed applications should be attached to an email message with “Bravery Program Associate Application” in the subject line and sent to: [jobs@olallacenter.org](mailto:jobs@olallacenter.org)

**Project Bravery** greatly values lived experience and acknowledges that not everyone has had equitable access to educational and/or professional opportunities. Even if you do not feel you meet each and every criteria, please apply! You might be just the person we are looking for.

Black people, Indigenous people, people of color, migrants, women, femmes, persons with disabilities, and persons who are lesbian, gay bisexual, transgender, nonbinary, or intersex are particularly urged to apply.

Applications will not be accepted through any other means. **Incomplete applications will not be considered.**

**What we ask of all candidates:**

The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable practices.

Excellent and respectful interpersonal and communication skills with a good sense of humor!

Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board, and community partners.

Strength in fostering a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff.

Current valid ID and ability to commute throughout the State of Oregon and beyond to fulfill job responsibilities required. Current valid driver's license, safe driving record, and willingness to operate agency vehicles preferred.

Ability to lift up to 30 pounds for events, youth safety, etc.; unless reasonable accommodation is required.

Full background check.

*Olalla Center is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We fully embrace mutual respect, civility, inclusivity, equality, and diversity in the workplace and beyond.*