



Project Bravery Program Coordinator



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 Coordinator** 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.

REPORTS TO: Project Bravery Program Director

STATUS: Hourly

SCHEDULE: Full-Time - Monday-Friday, including occasional evenings and weekends.

LOCATION: Due to the COVID-19 pandemic, most Bravery programming is currently in person and virtual. This role will be a hybrid in-person/virtual model moving to an in person model dependent on the COVID-19 pandemic.

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: \$18.00 - \$23.00 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 (200 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 LGBTQIA+ and Two Spirit youth in our community. Created from the need to address the isolation, social rejection, and lack of resources facing rural LGBTQIA+ and Two Spirit 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 LGBTQIA+ and Two Spirit health equity, providing public outreach and education, and building strong collaborative partnerships to address the needs of the LGBTQIA+ and Two Spirit communities 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 LGBTQIA+ and Two Spirit communities. The Program Coordinator is responsible for planning and implementing safe, positive, inclusive programming for LGBTQIA+ and Two Spirit youth (14-17) and young adults (18-24). Additionally, the Program Coordinator will be responsible for implementing community programming for the broader LGBTQIA+ and Two Spirit community (all ages), such as support groups and events, assisting with outreach and education campaigns, fundraising, and assisting with social media management.

Due to the COVID-19 pandemic, all Bravery programming is currently virtual. This role will be remote, with the possibility of shifting to a hybrid in-person/virtual model in the future.

KEY AREAS OF RESPONSIBILITY:

- ★ Create and lead engaging age-appropriate activities that cater to the interests and needs of the youth participants
- ★ Help build a robust program to empower and support LGBTQIA+ and Two Spirit youth and young adults, with a core group of youth leaders who will help lead the program and provide feedback
- ★ Develop programs for and facilitate online programs (e.g., Discord and Zoom)
- ★ Lead and assist in the provision of weekly program activities in accordance with established standards and goals
- ★ Lead and assist in scheduling special groups/events at Bravery in line with grant outcome

- ★ Offer support for LGBTQIA+ and Two Spirit youth and young adults across the organization
- ★ Work with program staff and Communications Coordinator and leadership to develop a robust social media outreach plan and social media strategies to reach new youth and young adults, and to re-engage those who have not been attending programs
- ★ Increase visibility of both Olalla Center and Bravery programs via social media postings of programs, resources, and upcoming events
- ★ Develop and maintain relationships with schools, community leaders, and appropriate community agencies to assist with recruitment and referral services
- ★ Represent Bravery in community-based outreach to provide awareness and engagement with both Olalla Center and Bravery programs and services
- ★ Actively recruit new youth participants and promote programs
- ★ Demonstrate leadership and clear, consistent boundaries to ensure appropriate conduct, safety, and development of participants virtually and in-person
- ★ Establish and enforce safe-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
- ★ Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements, and any problems/issues
- ★ Assist in data entry/management of participant database and other data collection methods
- ★ Participate in special events including Pride, community events, fundraisers, etc.

COMPETENCIES/ABILITIES:

- ★ Experience in positive youth/young adult development and trauma-informed care based program development & implementation
- ★ Proven experience in program development & implementation to benefit diverse populations of youth and young adults
- ★ 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 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 LGBTQIA+ and Two Spirit communities
- ★ 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

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

REQUIRED EDUCATION / EXPERIENCE :

- ★ GED, High School Diploma or equivalent
- ★ Minimum of 2 years experience working or volunteering with vulnerable populations, in the human services sector, in youth development, or an LGBTQIA+ and Two Spirit focused organization
- ★ Thorough knowledge of the issues affecting LGBTQIA+ and Two Spirit youth and the broader LGBTQIA+ and Two Spirit community

PREFERRED EDUCATION:

- ★ Experience in coaching/mentoring youth and developing programs for youth
- ★ College Degree in Gender Studies, Psychology, Social Justice, Social Work, Public Health, or related field

INSTRUCTIONS – HOW TO APPLY

Completed applications should be attached to an email message with “Bravery Program Coordinator Application” in the subject line and sent to: jobs@olallacenter.org and bravery@olallacenter.org

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

- ★ A comprehensive resume
- ★ Olalla Center employment application
(www.olallacenter.org/employment-opportunities)

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, and your current resume to be considered.

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, two spirit 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 when supporting with office or facilities tasks unless reasonable accommodation is required.
- Full background check.

Contact Information

Name: Elijah Stucki, Project Bravery Program Manager, elijahs@olallacenter.org

Olalla Center is 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 and romantic orientations, age, citizenship, marital status, disability, gender identity, or Veteran status. We fully embrace mutual respect, inclusivity, equality, and diversity in the workplace and beyond.