



job description: Queer Youth Services Coordinator (Skagit)

organization information

Position Title: Queer Youth Services Coordinator
Location: Skagit focused and Whatcom County
Reports to: QYS Manager
Hours: 40 hours per week, non-exempt position
Wage Range: \$22.63 - \$25.22 per hour; wage dependent on relevant qualifications, experience, and education

Women, people of color, transgender individuals and members of other underrepresented populations are strongly encouraged to apply.

Mission: At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

Core Values:

Community – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

Justice & Liberation - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

Humanity - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

Accountability – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

Vision: Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

job mission

The Queer Youth Services Coordinator contributes to NWYS' success by engaging young people in programming with a focus on supporting LGBTQ youth and their families primarily in Skagit County with 1 or 2 days/week in Whatcom County to support with drop-in hours at the Q Center.

core competencies

To perform job successfully, the individual should demonstrate the following competencies:

Change Agility: Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

Integrity: Must be honest and take responsibility for actions.

Positive Impact: Have a passion for NWYS' mission and vision; display a positive attitude.

Learning Agility: Seeks to improve knowledge, skills, and abilities in related service areas.

Creativity: Resourceful in finding ways to improve and advocate for change when necessary; fosters creativity in others.

Active Listening: Ability to effectively work independently and in partnership with team members; ability to communicate effectively with youth and others.

Informal Communication: Articulate ideas clearly and organize ideas effectively.

Organizational Knowledge: Understands operational procedures; demonstrates an in-depth understanding of what the organization does.



Initiative: Proactive; act without being prompted.

Team Player: Effectively partner with people across the organization.

Sensitivity: Communicates empathy and respect of individuals; ability to be appreciative of diversity.

key responsibilities

Greater Community Outreach:

- Build high-quality relationships with adults serving youth in Skagit and Whatcom County;
- Provide support and consultation to adults serving youth including education regarding best practices to support LGBTQ youth, WA state laws and OSPI guidance;
- Collaborate with local agencies and school districts to coordinate service delivery for LGBTQ youth; and
- Promote trust in Queer Youth Services in diverse communities across Skagit County.

Program Maintenance:

- Work in collaboration with QYS Manager in a non-hierarchical setting to achieve program goals; and
- Aid QYS Manager in writing grant reports, setting program outcomes, creating budget plans.

Youth Outreach and Programming

- Build high-quality relationships with youth participants to understand the personal experiences of youth impacted by homelessness and LGBTQ identities;
- Conduct LGBTQ-specific youth outreach through community events including Pride events in Whatcom, Skagit, and Island Counties;
- Develop and deliver content to youth groups including the Queer Youth Gathering and school-based clubs;
- Plan, organize, promote and lead monthly Queer Youth Gatherings;
- Coordinate safety planning and crisis response of youth when needed;
- Support drop-in hours at the Whatcom County based Q Center;
- Provide one-on-one direct service advocacy for LGBTQ youth in Skagit and Island County schools, through NWYS programs, and at the Skagit Drop-in (N. 4th);
- Organize and maintain Skagit Trans Fashion Treasury;
- Complete and process referrals;
- Keep supervisor informed of issues and concerns related to youth;
- Accurately document relevant youth information and activities according to program standards;
- Attend relevant Agency meetings and all other activities identified as necessary;
- Knowledge of program policies and procedures;
- Participate in program evaluation efforts;
- Complete professional training and development each year as required by your program; and
- Other duties as assigned.

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.

qualifications

Minimum Qualifications:

- High School Diploma or GED;
- In-depth and up-to-date understanding of LGBTQ+ identities as well as associated challenges
- Understanding of intersectionality and the diversity of the LGBTQ community;
- Demonstrated experience developing youth programming;



- Two years' experience working with LGBTQ youth;
- Demonstrated experience fostering spaces of acceptance and mutual respect; Or equivalent relevant life experience;
- Ability to conduct one's self with composure, agility and integrity in the company of diverse perspectives;
- Strong written and spoken communication skills;
- Proof of Washington State Driver's License, driving record, and auto insurance;
- Must be 21 year or older; and
- Must pass background checks.

Required within first 30 days of employment:

- CPR/First Aid/Blood borne pathogens certifications required;
- Food Handler's Card;
- Must have a negative TB test; and
- Full understanding of the CPS reporting requirements.

Preferred Qualifications

- Demonstrated experience working with young people in crisis;
- Demonstrated experience building trust with key community partners;
- Demonstrated experience working with people experiencing homelessness;
- Bachelor's degree in Human Services, Social Work, Education, Psychology, or other related fields
- Spanish, Russian, or ASL speakers preferred; and
- Previous training in Positive Youth Development, CSEC, Domestic Violence, Youth Mental Health First Aid, Motivational Interviewing, Harm Reduction or Trauma Informed Care.

benefits

Benefits

- Starting Salary Range: \$22.63 - \$25.22 per hour; wage dependent on relevant qualifications, experience, and education
- Earn paid time off based on hours worked;
- Medical, vision, and dental insurance benefits begin first of the month following date of hire (positions at or above 0.75 FTE);
- Voluntary life, critical illness, supplemental vision, long term disability, and accident insurance eligibility begins first of the month following date of hire (positions at or above 0.75 FTE);
- Simple IRA Retirement plan with match up to 3% of employee contributions, per pay period, after first year of employment;
- Juneteenth and Indigenous Peoples Day paid holidays;
- The position is located in beautiful Whatcom County, Washington, in the Pacific Northwest

Application Instructions: Please e-mail your resume, cover letter, and application (PDF found at <https://www.nwys.org/jobs>) to humanresources@nwys.org. In your cover letter please address your experience related to the position and list how you meet the required minimum and preferred qualifications. For more information about Northwest Youth Services please visit our website at <https://www.nwys.org>

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status.

