



LGBTQ+ Program Coordinator

Bradley Angle is a dynamic social service organization offering safe shelter and supportive services to survivors of domestic violence and their children since 1975. We offer an array of holistic programs and services focused on economic empowerment, housing assistance, LGBTQ+ programming, Healing Roots (a culturally-specific program for African American survivors), and Emergency Based Shelter Services. We are accepting applications for the LGBTQ+ Program Coordinator position. The ideal candidate will have experience providing culturally-relevant support and advocacy to LGBTQ+ individuals who have been impacted by domestic violence. If you have experience working with LGBTQ+ communities, domestic violence survivors, and want to be part of a dynamic and growing organization with a strong legacy of innovation, then we want to hear from you!

Bradley Angle strives to have our staff reflect the diversity of our community, and we are committed to eliminating barriers to employment that many members of our community face. Bradley Angle does not discriminate against any employee or applicant on the basis of race, color, religion, gender, gender expression, national origin, disability, political belief, marital status, age, sexual orientation, class, housing status, veteran status, physical size, or other legally protected status. We strongly encourage people of color and people with lived experiences of domestic violence to apply.

STATUS:	Full time, 1.0 FTE
SALARY:	\$ 20.48 / hour; medical & dental insurance; retirement, generous PTO
HOURS:	40 hours per week, Monday-Friday, some evenings and weekends
SUPERVISOR:	Programs & Services Director
OBJECTIVE:	To provide appropriate coordination and delivery of culturally-specific services, primarily to individuals self-identifying as lesbian, gay, bisexual, transgender, and/or queer (LGBTQ+).

PRIMARY RESPONSIBILITIES/DUTIES

Provide Advocacy for LGBTQ+ survivors at BA Resource Center and Emergency Shelter – 50%

- Work with participants, co-workers, supervisor, community partners, and all other relevant stakeholders in a manner that is consistent with, and promotes, Bradley Angle Ethical Commitments and Bradley Angle Organizational Values.
- Provide short-term crisis intervention and long-term advocacy to assist LGBTQ+ domestic violence survivors in the identification and achievement of participant directed and participant-driven goals that support self-sufficiency.



- Document services provided using Bradley Angle file standards and comply with program reporting requirements and funder documentation standards (including Service Point / Comp site entry, Group Trail and case notes).
- Maintain good communication with all Bradley Angle Advocates and other service providers to ensure seamless service delivery for participants and their children.
- Comply with Bradley Angle policies and procedures, including maintaining strict confidentiality protocols.
- Complete 40 hours of computer-based training completed through Oregon Coalition Against Domestic & Sexual Violence preferably within 3 months of hire.

Managing LGBTQ+ advocate(s) and program activities – 20%

- Monitor progress of programmatic goals, and collaborating with Director team to establish goals annually.
- Supervise the LGBTQ+ advocate(s) by scheduling and facilitating weekly supervision sessions to ensure program needs & goals are being met.
- Hold all team members accountable by coaching and executing disciplinary actions when necessary.
- Recruit, hire, and train the LGBTQ+ advocate when and if there are vacancies.
- Manage, document, and report all participant grievances to the Programs & Services Director.
- Supervise and train volunteers, interns, and students when necessary.
- Assist Programs & Services Director with reports by collecting participant stories, writing program accomplishments, and tracking numbers/statistics (for quarterly, semi-annual, and annual government reporting requirements).
- Plan, coordinate, and run LGBTQ+ Support Groups, Healthy Relationships classes and other relevant workshops, including participant recruitment and screening, curriculum planning, coordinating facilitators, and event logistics.
- Monitor all expenditures, including participant assistance, supplies, and contracted services to ensure that the program doesn't overspend or underspend. Assist advocate in understanding the budget.

Provide Support and Training for LGBTQ+ Awareness Internally and Externally – 15%

- Provide training and technical assistance to volunteers, staff, community partners, and accommodate external training requests as schedule allows.
- Offer co-advocacy in partnership with other Multnomah County domestic violence and sexual assault programs and shelters.
- Advocate for LGBTQ+ services within the larger agency, community, and domestic violence movement.
- Build and maintain partnerships in the community that enhance and strengthen resources available to participants and help promote/advertise program offerings.

Other duties as assigned – 15%



- Serve as a backup navigator at the Gateway Center.
- Attend all required meetings, trainings, and workshops at Bradley Angle.
- Coordinate and support LGBTQ+ Advisory Committee, including recruitment/outreach, scheduling, task management and evaluation.
- Continuously evaluate and assess LGBTQ+ program and facilitate program updates or changes. Utilize measurable outcomes tool and community needs assessment for program evaluation.
- Other tasks and duties as assigned by the Programs & Services Director.

QUALIFICATIONS:

All employees are expected to demonstrate:

1. Strong proficiency with computers, Microsoft software (Word, Excel, PowerPoint, Outlook, SharePoint), databases, email, and G-Suite.
2. Ability to organize and prioritize multiple tasks.
3. Ability to work independently, and as part of a team.
4. Ability to thrive in a fast-paced, sometimes chaotic, environment.
5. Demonstrated experience in problem solving, time management, creating work plans and timelines, training and development, decision-making, leadership, and prioritizing tasks; excellent attention to detail and quality of work.
6. Respectful listening and verbal communication skills.
7. Commitment to working with survivors of domestic and/or sexual violence and knowledge of violence, historical oppression and its effects on society.
8. Commitment to social change—including working to end domestic and sexual violence and all forms of oppression: racism, homophobia, sexism, classism, etc.
9. Understanding the intersections between domestic and sexual violence, racism, poverty, trauma and other forms of oppression.
10. Ability and willingness to work as part of a diverse team.

Additional required qualifications for Coordinator:

1. Bachelor's degree in social work or related field; or at least five years relevant experience.
2. Strong understanding of and ability to communicate the dynamics of intimate partner violence in LGBTQ+ relationships.
3. Demonstrated knowledge of, and experience working with LGBTQ+ communities.
4. Experience in group facilitation, establishing personal/professional boundaries, and relationship building
5. Two years of experience coordinating programs, preferably in a non-profit setting.
6. Experience presenting trainings and workshops to groups of adults.
7. Direct service experience working in a program with marginalized populations (low-income, alcohol and drug affected, domestic violence, child welfare, etc.) required.



8. Experience working with individuals with diverse relationships and sexualities
 - a. (poly/open relationships, kink/BDSM, etc.)
9. Demonstrated knowledge of Portland area resources—housing, food, health care, LGBTQ+ resources, trans-specific resources, etc.
10. Effective crisis intervention and conflict resolution skills.

APPLICATION PROCESS

Please review the qualifications we are looking for and take the time to look at our website to become familiar with our mission and programs. We want to read resumes from qualified and interested candidates who take the time to respond to the specific dimensions outlined in this job announcement.

Please send your (a) resume, (b) cover letter, and (c) [Bradley Angle application](#) to jobs@bradleyangle.org. Include “LGBTQ+ Program Coordinator” in the subject line. Applicants who are missing any of the components listed will not be considered. Applications will be reviewed over the next several weeks, with an application close date of October 15, 2021.