



OUTRIGHT
VERMONT

hope, equity, power!
FOR LGBTQ+ YOUTH

outrightvt.org • 802-865-9677
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Title: Family Engagement Coordinator

Reports to: Director of Community Engagement

Summary: The Family Engagement Coordinator provides outreach, resources, and creative social and support programming for LGBTQ+ youth under age 12 and their families. Wherein families and adult caregivers are keystones of support in the lives of young people, this role ensures they have: skills for empathy & active allyship, resources to support queer & trans young people, and a robust community of peers.

This new position is situated within Outright's Self & Families Department, which provides social and support offerings to LGBTQ+ youth and their families through groups, events, and community-building.

Key Function: Family and Caregiver Engagement

- Implement and grow family and caregiver engagement in existing recurring programs, including Trans Parent Group and Gender Creative Kids.
- Expand opportunities for family and caregiver engagement statewide through skill-building workshops, information sessions, and social events.
- Collaborate with Outright colleagues to create tools to build family and caregiver support such as toolkits, data briefs, and outreach materials.
- Periodically review family and caregiver programs for equity, inclusion, and access to maintain organizational priorities. Collaborate with colleagues to improve equity, inclusion, and access.
- Organize all site-specific program elements, including food, rent, reservations, and paperwork.
- Regularly facilitate youth-facing programs in collaboration with the Youth Programs Coordinator to maintain connections with youth, including rotational back-up shifts to support after-hours programming.

Key Function: Community Outreach & Program Connection

- Engage community partners and volunteers in family and caregiver programming.

- Support community stakeholders during times of emergent issues across Vermont, including supporting an organizational response when communities, caregivers, and families are experiencing harm.
 - This may include: community engagement events, community forums, outreach to families and family-support networks, and working with colleagues to develop response plans and organizational talking points in support of LGBTQ+ affirming families.
- Create and implement team outreach plans to ensure families, caregivers, and family-engaging organizations are connected to Outright's suite of family programming.
- Cultivate organizational relationships through collaborations with other youth-serving agencies to elevate the voices, experiences, and needs of LGBTQ+ youth and their families across Vermont.

Key Function: Organizational and Administrative Support

- Serve as a communication bridge between caregivers, volunteers, and staff to address needs raised during all family groups and programs.
- Work with the Communications team to include family/caregiver perspectives in announcements, Constant Contact, the Outright website, e-mail, other social media platforms, funding reports, and paper mailings as needed.
- Implement family programs assessment and evaluation data initiatives, from new participant forms, group sign-in sheets, point-in-time surveys, focus groups, and other periodic reports.
- Maintain online participant records, and succession plans as required. Assist with writing, reporting, and compliance of relevant grants as they relate to family program initiatives.
- In collaboration with your supervisor, maintain and report out on all aspects of programmatic budgets.
- Create professional-level written and verbal communications.
- Assist with other organizational duties, as assigned.

Ideal Skills and Attributes

This is an opportunity to work within a growing and dynamic team to ensure LGBTQ+ youth across Vermont have what they need to survive and thrive! Outright is an organization that does not give up or back down from furthering our work as a queer, feminist, anti-racist organization.

This position requires a person who has the ability to connect to a wide range of individuals with a diversity of backgrounds, identities, experiences, and age ranges. The ability to work with a small team and competence in youth development are a must.

This position can offer a hybrid schedule, with weekly days in our Burlington office. Evening and weekend hours are required.

If that sounds like the team for you, apply today! Interested folks please email a cover letter and resume to hiring@outrightvt.org.

We will be accepting candidates until **April 21, 2023**. This hiring process consists of three rounds of interviews: the hiring team, Outright staff, and finally, youth. The anticipated start date for this position is mid-May.

Qualified individuals will have 1 or more years of experience supporting youth and families, or comparable relevant experience.

The ideal candidate will have...

- Creative ways to engage families and LGBTQ+ youth, particularly youth 12 and under; an affinity for working with youth ages 19 and under.
- Skills and interest in program development for families and youth that supports connection, creativity, and self-expression.
- A high level of comfort with collaboration, both internally with colleagues and externally with community partners.
- An understanding of early childhood development and family support systems. The ability to work with families and caregivers across a spectrum of LGBTQ+ acceptance.
- A vested interest in youth power, youth-led programming, and creating just intergenerational partnerships.
- Proficiency in Google suite (Gmail, Sheets, etc.), and the ability to create professional internal and external communications.

Compensation and Benefits

Salary range: **\$51,000 - \$56,000**. This is a full time, 35-hour per week role. This position requires reliable transportation and will involve travel throughout Vermont at all times of the year. During several key programming times it will require time in the evenings and weekends. We offer a comprehensive benefit package, including:

- Fully paid health insurance; Employee-contributed dental insurance; Life insurance
- 403(b) retirement plan with 2% salary match
- Cell phone stipend
- 10 vacation days in year one
- 10 days paid Gaycation when our offices fully close each summer
- 13 paid holidays; 3 personal days; 9 sick days annually
- Additional opportunities such as professional development funds each year, tuition reimbursement, 2x year staff retreats, family leave, and sabbatical!