



**Position:** Health Training Coordinator (Culturally Competent Care)

**Department:** Health Services

**Reports To:** Clinic Manager

**Status:** Full Time/Non-Exempt

**PayScale:** \$33 - \$35 per hour

**Probation:** 90 days

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### **JOB SUMMARY:**

Under the supervision of the Clinic Manager, the Health Education Coordinator is responsible for supporting the recruitment, communication, and scheduling efforts for our culturally competent care training program. The ideal candidate will be responsible for contacting potential participants, coordinating training schedules, and facilitating training sessions focused on providing culturally competent care for lesbian, bisexual, and transgender women, as well as queer or femme individuals. This role will involve both administrative duties as well as engaging with participants to create a safe, inclusive, and effective learning environment.

This role is temporarily grant funded and will conclude at the end of the grant period in March 2026.

### **Primary Duties and Responsibilities:**

- **Recruitment & Outreach:**
  - Identify and recruit participants for culturally competent care training sessions, focusing on healthcare providers and community organizations serving lesbian, bisexual, transgender women, and queer/femme individuals.
  - Develop and maintain relationships with community organizations, healthcare providers, and stakeholders to encourage participation in training programs.
  - Assist in the development and distribution of recruitment materials, including flyers, emails, and social media content.
- **Communication & Participant Support:**
  - Manage participant communications via email, phone, and other platforms to confirm attendance, answer questions, and provide necessary information regarding training sessions.
  - Provide excellent customer service to participants, addressing any concerns or special needs prior to, during, and after the training.
  - Maintain accurate records of participant information, communications, and training progress.
- **Scheduling & Coordination:**
  - Coordinate and schedule training sessions, ensuring availability of trainers and suitable locations (in-person or virtual).
  - Ensure all logistics are arranged for each training session, including materials, technology, and any special accommodations.
  - Monitor participant registration and send reminders or confirmations as needed to ensure high attendance.

- **Training Facilitation:**
  - Facilitate some training sessions on culturally competent care for lesbian, bisexual, transgender women, and queer or femme individuals, ensuring the content is engaging, inclusive, and relevant.
  - Utilize interactive teaching methods, case studies, and discussions to create a safe and respectful learning environment.
  - Adapt training content to meet the specific needs of diverse participants, including those with varying levels of familiarity with the topic.
- **Evaluation & Reporting:**
  - Work with the evaluation team to aid with data collection and evaluation.
  - Assist in preparing reports on training outcomes, participant demographics, and feedback to inform future program development.

### **General Responsibilities**

- Participate in team, department, interdisciplinary meetings, events, fundraising events, or other functions as needed.
- Perform other reasonable duties as necessary or assigned.

### **Desired Qualifications, Experience and Skills:**

- Bachelor's degree in Public Health, Social Work, Education, or a related field (or equivalent experience).
- Experience in health education, community outreach, or working with diverse populations, particularly in the LGBTQIA+ community.
- Prior experience facilitating training or workshops on culturally competent care, diversity, equity, and inclusion.
- Strong organizational and time-management skills with the ability to handle multiple tasks simultaneously.
- Excellent verbal and written communication skills, including experience with email, phone calls, and virtual communication platforms.
- Knowledge of LGBTQIA+ health disparities and the importance of culturally competent care for lesbian, bisexual, transgender women, and queer/femme individuals.
- Ability to foster a supportive and inclusive learning environment.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint) and virtual meeting platforms (Zoom, Microsoft Teams, etc.).
- Comfortable working both independently and collaboratively as part of a team.
- Empathetic, patient, and committed to promoting health equity.
- Culturally sensitive and capable of engaging in sensitive discussions about gender, sexuality, and identity.
- Creative and resourceful, with the ability to adapt to the needs of diverse participants.

### **Compensation:**

- The hourly rate for this position range is \$33.00~\$35.00.
- Benefits included.

The LGBTQ Center Long Beach is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.

This job description is intended to provide a general overview of the position and is not an exhaustive list of all duties and responsibilities. Employment is at-will, and either the employer or employee may terminate the employment relationship at any time, with or without cause or notice.

We are committed to providing reasonable accommodations for individuals with disabilities. If you require an accommodation during the application process, please let us know.

**ONE IN LONG BEACH, INC**  
**dba THE LGBTQ CENTER LONG BEACH**  
**EMPLOYMENT APPLICATION**



The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

**INSTRUCTIONS:**

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application and email to **Rebecca Ruiz, Clinic Manager, at [rruiz@centerlb.org](mailto:rruiz@centerlb.org)**.

**PART I: CANDIDATE'S INFORMATION**

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

**PART II: PREVIOUS EMPLOYMENT WITH THE CENTER**

Have you ever been employed by The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<b>FROM:</b>	<b>TO:</b>		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

**PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER**

Have you ever volunteered at The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	<b>FROM:</b>	<b>TO:</b>	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER			
Have you ever received any services at/from The Center?			<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:

PART V: AVAILABILITY						
For which position are you applying?						
What type of work are you seeking?		<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			
On what date can you start?						
Please use the spaces below to write which days and hours you are available for work.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM
If needed, can you work overtime?						<input type="checkbox"/> Yes <input type="checkbox"/> No

PART VI: EDUCATION				
Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+				
Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

<b>PART VII: JOB RELATED SKILLS</b>				
<b>Language skills:</b> Are you fluent (speak, write, read) in any other language other than English? <i>If so, please describe below.</i>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.				
Have you read the job description?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand the requirements of the job?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>PART VIII: EMPLOYMENT HISTORY</b>					
<input type="checkbox"/> <b>I am still working for this employer</b>		May we contact employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employer's Name					
City/State				Phone	
Position/Job Title			Supervisor's Name		
Dates of Employment		From:			To:
Duties/Responsibilities					
Reason for leaving					

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

<b>PART IX: PROFESSIONAL REFERENCES</b>	
Name	Relationship
Email	Phone
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Name	Relationship
Email	Phone
<hr/>	
Name	Relationship
Email	Phone

**ACKNOWLEDGMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_