



Position: Lead School Liaison
Department: Youth and Family Services
Reports To: Manager of Youth and Family Services
Status: Non-Exempt/Full Time
PayScale: \$24-\$30/hour
Probation: 90 days

JOB SUMMARY:

Under the supervision of the Manager of Youth and Family Services, the Lead School Liaison (School Liaison II) is responsible for coordinating, facilitating and implementing student-focused programs and services at local school sites to promote the well-being and inclusion of LGBTQ+ students for The LGBTQ Center Long Beach. This includes overseeing administrative functions, such as billing, documentation, and data tracking/reporting, and acting as the primary representative between school communities and The Center. This also includes delivering program at contracted Long Beach Unified School District Schools, primarily in collaboration with LBUSD Wellness Centers. Additionally, the Lead School Liaison will manage and guide other School Liaisons, providing training, coaching, and leadership to ensure the program's objectives align with contractual obligations set by the Long Beach Unified School District.

Primary Duties and Responsibilities:

LBUSD Student Development

- Schedules, develops and delivers in-person programming to contracted LBUSD schools in collaboration with school social workers to bring LGBTQ+ affirming programming to students.
- Creates and maintains a resource database covering district policies, relevant programs, and additional services.

LBUSD Faculty Development

- Assists in facilitating and developing curriculum for inclusion workshops and peer groups, including professional development sessions, faculty peer groups, and open office hours.
- Creates and maintains a resource database covering district policies, relevant programs, and additional services.
- Develops and distributes a monthly newsletter to support social workers in establishing LGBTQ+-inclusive wellness centers on-site.
- Contribute to developing and presenting LGBTQ+ inclusion training for wellness center facilitators (social workers) and other LBUSD staff.

Parents and Caregiver Resource Linkage Responsibilities

- Assists in facilitating and developing workshops and peer groups, including sessions for parents/caregivers of LGBTQ+ students and open office hours.
- Creates and maintains a comprehensive resource database on district policy, educational resources, health services, legal protections, social welfare programs, and additional services.

- Develops specialized resources tailored to the needs of parents/caregivers of LGBTQ+ students.
- Establishes relationships with child and family service agencies, organizations, and providers to facilitate the identification and referral of LGBTQ+ children and families.
- Provides connections to family-centered resources and services.
- Acts as a client advocate during the referral and linkage process.

Youth Services Program Administration Responsibilities

- Conducts outreach for agency programs at family service agencies, schools, and special events.
- Assists the youth services team in managing the MYTE program, Children and Family Programs, and Transitional Age Youth programs, including coordinating special events and field trips.
- Serves as a mentor, tutor, and advocate for youth and families.
- Attends meetings and participates in Center-wide events as required by the agency and department.
- Assists in managing youth program volunteers.
- Plans and coordinates quarterly engagement events focused on students.
- Initiates billing and maintains accurate documentation of outreach, education, consultation, support, and planning activities as required by program funding sources.

School Liaison Program Leadership Responsibilities

- Develops curriculum for the Long Beach Unified School District (LBUSD) aligned with California's LGBTQ-centered education requirements.
- Creates event and workshop roadmaps to effectively support wellness centers, faculty, and students within LBUSD.
- Provides coaching, direction and mentoring to support the professional development of other School Liaisons.
- Communicates program and staff updates to the Manager of Youth and Family Services and the Executive Director, particularly regarding employee conduct matters.

General Responsibilities

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

Desired Qualifications, Experience and Skills:

- Current CPR certification or willingness to obtain certification within 90 days of employment.
- Minimum of one (1) year of professional experience in a social service or educational setting, working with youth.
- At least one (1) year of experience providing trauma-informed academic counseling or resource linkage.

- One (1) year of experience in coordinating or managing student curriculum.
- Bachelor's degree in education, Counseling, Psychology, Social Work, Gender Studies, Public Health, or a related field from an accredited institution.
- Bilingual or fluent in English, Spanish, American Sign Language (ASL), or Khmer (reading, writing, and speaking).
- At least two (2) years of experience working with LGBTQ populations, with an emphasis on BIPOC youth.
- Strong interpersonal skills with the ability to engage educators, children, and parents/caregivers in social settings, fostering inclusion for those who may experience social inhibition.
- Ability to pass an FBI background check.
- Flexibility to work evenings and weekends as needed.
- Access to reliable transportation, a valid driver's license, and a driving record that meets The Center's liability insurance requirements.

Compensation:

- The hourly rate for this position range is \$24.00~\$30.00.
- 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 to **Peter Baek, Manager of Youth and Family Services, at pbaek@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):	FROM:	TO:		
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	FROM:	TO:	
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

PART VII: JOB RELATED SKILLS			
Language skills: 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

PART VIII: EMPLOYMENT HISTORY			
<input type="checkbox"/> I am still working for this employer		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				

PART IX: PROFESSIONAL REFERENCES	
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
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 _____