



Position: School Liaison I

Department: Youth and Family Services

Reports To: Manager of Youth and Family Services

Status: Non-Exempt/Full Time

PayScale: \$20-\$23/hour

Probation: 90 days

JOB SUMMARY:

Under the supervision of the Manager of Youth and Family Services, the School Liaison I is responsible for promoting the well-being and inclusion of LGBTQ+ students at local school sites for The LGBTQ Center Long Beach. This includes planning and implementing student-centered activities, providing direct support to students, and facilitating resources that foster a sense of belonging within school communities. Additionally, the School Liaison 1 will manage administrative functions such as billing, documentation, and data tracking/reporting and support broader youth and family services at The Center, including the Mentoring Youth Through Empowerment (MYTE) program and the Transparent Families program.

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 designing and facilitating curriculum for inclusion workshops and peer support groups, which may include professional development sessions, faculty peer gatherings, and open office hours.
- Develops and maintains a comprehensive resource database on district policies, relevant programs, and services to support LGBTQ+ inclusivity.
- Creates and distributes a monthly newsletter tailored to social workers, providing resources to help them establish LGBTQ+ inclusive wellness centers on-site.
- Contributes to developing and delivering LGBTQ+ inclusion training for wellness center facilitators (social workers) and other Long Beach Unified School District (LBUSD) staff.

Parents and Caregiver Resource Linkage Responsibilities

- Assists in developing and facilitating workshops and peer groups, including dedicated support groups for parents/caregivers of LGBTQ+ students and scheduled open office hours.
- Creates and maintains a comprehensive resource database covering district policies, educational materials, health resources, legal protections,

- social welfare programs, and other relevant services.
- Develops tailored resources to support parents and caregivers of LGBTQ+ students.
- Cultivates partnerships with child and family service agencies, community organizations, and providers to enhance referral opportunities for LGBTQ+ children and their families.
- Connects families with resources focused on family-centered support.
- Advocates for clients throughout the referral and linkage process to ensure access to essential resources.

Youth Services Program Administration Responsibilities

- Conducts outreach for the agency and youth 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 organizing special events and field trips.
- Acts as a mentor, tutor, and advocate for youth and their families.
- Supports in managing and coordinating youth program volunteers.
- Plans and implements quarterly engagement events focused on student involvement.
- Initiates billing processes and maintains accurate documentation of outreach, education, consultation, support, and planning activities, ensuring compliance with program funding requirements.

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:

- Undergraduate degree from an accredited institution in Education, Counseling, Psychology, Social Work, Gender Studies, or Public Health.
- Bilingual proficiency in reading, writing, and speaking English and one additional language, such as Spanish, American Sign Language (ASL), or Khmer.
- Minimum of two (2) years of experience working with LGBTQ+ populations, particularly BIPOC youth.
- Strong interpersonal skills with the ability to effectively engage with educators, youth, and parents/caregivers in social settings, including facilitating inclusion for those who may experience social inhibition.
- Current and valid CPR certification or willingness to obtain certification within the first 90 days of employment.
- Minimum of one (1) year of progressively responsible experience in a social services or educational setting, specifically working with youth.
- Minimum of one (1) year of experience providing trauma-informed academic counseling and/or resource linkage.
- Minimum of one (1) year of experience in coordinating or managing student curriculum.

- Ability to pass an FBI background check.
- Ability to work weekdays during Center Operating Hours.
 - (Monday to Saturday; 9AM to 9PM)
- 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.

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 _____