



New Beginnings Inc. – JOB DESCRIPTION - Updated 5/16/2019

Position Title: **Outright Program Director**  
Program: Outright Lewiston-Auburn  
Reports To: Outright L-A Advisory Board  
Classification: Non-Exempt, part-time (15-20 hours/week)  
Rate of pay: \$18 an hour

Outright L-A creates safe and affirming environments for youth ages 12-21 who are lesbian, gay, bisexual, transgender, queer and/or questioning (LGBTQ+) and has served the greater Lewiston-Auburn area for more than 20 years.

We are currently recruiting a dynamic person to serve as Program director for 20 hours a week; this is a permanent, part-time position with the possibility for expanded hours pending resource development. Flexible scheduling with some night and weekend commitments.

### **Job Summary**

In conjunction with the volunteer Board of Directors and Youth Advisory Board, the program director oversees all aspects of the Outright Lewiston-Auburn program. Primary responsibilities include coordinating fundraising, grant writing, and grants management including working closely with our fiscal sponsor New Beginnings, Inc. This position recruits, trains, and manages more than 25 adult volunteers who staff programming.

This position supervises the Youth Projects Organizer who manages direct support services and leadership development with youth. They work as a team, with the Program director managing logistical planning for events and adult volunteer management to staff programming. This includes all activities associated with the weekly drop-in, education and marketing; recruitment, training and supervision of volunteers.

### **Existing Programming includes:**

- Weekly Drop In (Friday evenings)
- Monthly Board of Directors, Adult Advisors, and Youth Advisory Board meetings
- Okay to Be Me- monthly support group for trans youth and their parents
- Safer Sex and HIV Programming
- Youth Summit- annual youth-led conference
- Dances and Field trips
- Pride month festivities
- Summer Q+A programming



## Essential Job Functions

- Fundraising including grant writing and reporting, donor cultivation, supporter communication, and annual fundraising events like Dragapalooza.
- Liaisons with fiscal sponsor New Beginnings Inc., and adheres to agency policies and contractual agreements; meets regularly with New Beginnings' Director of Community Services (and communicates with other NB staff) for budgeting, financial planning, development/fundraising, and trainings.
- Personnel Management and Adult Volunteer Leadership development, including recruitment of new talent and scheduling of weekly advisors to staff drop-in.
- Coordinates with Youth Projects Organizer on all events and initiatives to provide logistical and staffing support.
- Oversees the collection and analysis of relevant data for purposes of monitoring the program's quality and effectiveness.
- Serves as a program representative to the public; Builds relationships with aligned community organizations such as sexual assault, domestic violence, mental health, and case management services.
- Provides education and referrals for community groups and organizations such as schools, religious communities, and other youth service providers.

## Qualifications

- Deep understanding of and demonstrated experience with LGBTQ+ communities Experience working with youth ages 12-21 and understanding of youth empowerment.
- Demonstrated fundraising and social media competencies.
- Community knowledge of the greater Lewiston/Auburn area and surrounding counties.
- Comfort with Harm Reduction models of sexual health and substance use.
- Intersectional approach to anti-oppression work including racism, sexism, transphobia, disability justice and economic justice frameworks.
- Ability to prepare and produce educational and marketing materials.
- Ability to work well independently with frequent stakeholder communication and coordination.
- Excellent boundaries and ability to create and maintain safety for youth participants and comply with laws and agency policies.
- Computer and internet proficiency.
- Position requires clear fingerprint criminal background check and driving record.



**Preference for:**

- Prior accounting or budget oversight.
- Prior supervisory and program management experience, including volunteers.
- Background in trauma sensitivity and working with neurodiverse people.
- Valid driver's license and driving record which meets insurance requirements.

**Outright L-A is an Equal Opportunity Employer.**

We encourage people with diversity of experiences and identities to apply, including: people of color, queer and trans folks, Veterans, people with disabilities, working class or poor folks, survivors of violence and immigrants.

**To Apply:** Please send cover letter and resume to [vanessa@outrightla.org](mailto:vanessa@outrightla.org). Applications will be accepted until July 5, 2019.

*\*\*Please note that New Beginnings is Outright L-A's fiscal sponsor and Outright staff are employees of New Beginnings Inc.\*\**