

Youth Program Assistant

Hours & Duration: Part-Time (12 hours per week) position lasting 11 months without possibility of extension

Reports to: Youth Program Coordinator

Job Duration:

This position is a part-time 11-month position April 1st 2022 – Feb 28th 2023 without possibility for extension. (Hybrid position between remote work via home-based virtual link-up over Zoom, Google and other social media technology platforms as well as participation in scheduled live events, activities, workshops, following CDC and NJ-DOH safety guidance for work-based COVID-19 social distancing protocols); (Potential on-site office hours at new Hudson Pride Center space of Jersey City, with more frequent scheduled off-site outreach events expected, also following CDC and NJ-DOH safety guidance for work-based COVID-19 social distancing protocols)

Job Summary:

The Youth Services Assistant is responsible for working with the Youth Program Coordinator (YPC) to track and manage client data as well as documenting & submitting group reports for internal review. The Youth Program Assistant (YPA) will serve as a co-facilitator to the YPC during workshops to support the YPC/ primary facilitator. The YPA will also work closely with the YPC to develop new workshops and activities that focus around mental health and wellness and to increase the number of youth participation in these groups.

Responsibilities:

- Work with the YPC to create outreach schedules, strategies, and initiatives that target areas that are frequented by LGBTQ youth
- Support the YPC in conducting outreach both in-person and through social media to LGBTQ youth, and accurately maintain data and client records
- Maintain confidentiality while building healthy relationship with youth
- Follow-up with clients as assigned through phone calls, email, and social media, and maintain case notes focusing on client's progress towards career and educational goals
- Conduct client intakes as assigned & assessments to address the needs of youth
- Assist the YPC with the facilitation of YouthConnect support group meetings
- Assist the YPC with the planning an implementation of all workshops and activities
- Assist with written reports for grant funders
- All other duties deemed necessary by YPC

Qualifications/Requirements:

- Preferred 1-2 years of college/university student leadership experience and/or 1-2 years of experience with community leadership & organizing.
- Knowledge of HIV/STI, substance abuse and IPV prevention strategies
- Must have reliable high-speed home internet access

- Should be able to responsibly engage and motivate individuals from target audiences in community settings, on social media platforms and on-site at HPC or HPC-sponsored events
- Able to communicate in a professional manner with health & service providers to advocate on behalf of clients
- Functional working knowledge of Microsoft software, databases, spreadsheets and social media platforms;
- Strong written and verbal skills in English (additional Bilingual Spanish skills preferred)
- Excellent organizational skills
- Self-Identified passion for working with all members of the LGBTQ+ community

Please send resume and cover letter to Director of Programs, Stephanie Mills at;
Stephanie@hudsonpride.org

Hudson Pride Center is an equal opportunity employer and an inclusive organization. People of color, women, and LGBTQ+ people are strongly encouraged to apply.