

**Position Title:** Center Specialist

**Location:** Crawfordsville, IN (with approximately 5% travel)

**Reports to:** Client Services Center Supervisor

**Type:** Part-time (30 hours/week)

**Salary Range:** \$32,000 - \$34,000/Year

**Position Summary:** The Center Specialist for the Crawfordsville, IN IYG Center is responsible for providing guidance, support, supervision and resources for LGBTQ+ youth and young adults, ages 12-24. This role involves supervising youth and young adults during center drop-in hours, creating programs that are inclusive, supportive, and responsive to the unique needs of LGBTQ+ young people. The Center Specialist will play a key role in ensuring the center provides a safer, welcoming, and affirming environment for all young people.

**Key Responsibilities:**

- **Center Operations:**
  - Assist in the planning and execution of programs and events tailored to the needs of LGBTQ+ young people.
  - Execute day-to-day center operations, maintenance and communicate needs to supervisor.
  - Assist with volunteer support, training, and communication.
- **Resource Navigation:**
  - Provide young people with relevant resources and referrals both internally and externally, including mental health support, educational opportunities, and social services.
- **Community Awareness:**
  - Stay informed about the specific challenges and barriers faced by LGBTQ+ young people within the local community.
  - Advocate for young people's needs and contribute to developing strategies to address these needs.
  - Support relationships with local organizations, schools, and community leaders to promote the center's resources and programs.
- **Documentation and Reporting:**
  - Maintain accurate records and data collection.
  - Provide supervisors with regular reports on young people, volunteers, and community partners.

## **Qualifications:**

- **Education & Experience:**
  - Associate's degree in education or health-related fields (social work, youth development or psychology) preferred.
  - Minimum of 2-3 years of experience working with young people (ages 12-24).
  - Experience working with LGBTQ+ young people, particularly those experiencing challenges or are in vulnerable situations.
  - Ability to work independently and manage multiple priorities in an autonomous environment.
  - Proficient in using client management software and Microsoft Office Suite.
  
- **Skills:**
  - Strong communication and interpersonal skills.
  - Ability to build rapport with diverse populations and navigate sensitive topics with empathy and respect.
  - Knowledge of trauma-informed care, crisis intervention, and culturally competent service delivery preferred.
  - Ability to work flexible hours, including some evenings and weekends, to accommodate outreach activities and program events.

## **Personal Attributes:**

- Passionate about advocating for LGBTQ+ people and committed to creating a supportive and inclusive environment.
- Empathetic, compassionate, and able to handle sensitive situations with care and discretion.
- A collaborative team player with a strong work ethic and a positive attitude.
- Must approach work through a racial equity lens in line with the mission of IYG.
- Must be able to pass local and federal criminal background checks, as well as a Department of Child Services background check to be eligible for employment at IYG.

## **Work Environment:**

- The position is based at the Crawfordsville, IN IYG Center and will require 2-3 evenings per week in the center.
- This position requires travel to communities within [county and surrounding counties], in addition to 3-4 trips to the Indianapolis center annually for training and team building. A valid driver's license and reliable transportation are necessary. Required IYG travel potential, up to 15% in a month.
- The role involves both independent work and collaboration with the center's team. A commitment to creating an inclusive and supportive environment for LGBTQ+ young people is essential.

***We encourage people of color, transgender, and non-binary people to apply. IYG is an equal opportunity employer and welcomes everyone, including non-LGBTQ+ people, to join our team. At IYG, we are dedicated to being diverse, inclusive, and authentic.***