

## Side by Side | *Job Description*

### Director of Outreach & Support Programs

#### Mission

Side by Side is dedicated to creating supportive communities where Virginia's LGBTQ+ youth can define themselves, belong, and flourish.

#### Core Values

- Equity
- Trustworthiness
- Boldness
- Collaboration
- Responsiveness

#### Strategic Priorities

- Commitment to Black/Brown LGBTQ+ Youth
- Youth Centered
- Tradition of Support
- LGBTQ+ Voice

#### Organization Overview

For more than 30+ years, Side by Side has provided youth support groups in Richmond, Charlottesville and Petersburg for lesbian, gay, bisexual, trans, and queer plus (LGBTQ+) youth. Side by Side has also provided K-12 and community-based trainings and played an active role in sharing thought leadership surrounding LGBTQ+ issues within the Central Virginia community through advocacy and consultation. We are committed to supporting LGBTQ+ youth and young adults facing mental health challenges, financial emergencies, and housing instability; helping them to meet their most basic needs.

The organization has moved to a hybrid work format, with most staff working in-person as program needs require. **This position will be expected to work some evening hours in-person.**

#### Future of the Organization

Side by Side has recently completed significant structural changes in its leadership and operating structure, to ensure the organization can dynamically meet its mission of supporting LGBTQ+ youth. In addition, Side by Side is continuing to emphasize the importance of its commitment to Diversity, Equity and Inclusion (DEI). We are committed to emphasizing racial and gender equity in every aspect of partnership development, education and training, and communication with public and private organizations.

This realignment will prioritize teamwork and building a culture of learning. The Director of Outreach & Support Programs will be given a high level of autonomy for staff and teams and open and transparent communication throughout the organization. Side by Side also actively encourages and supports continued education and innovation, cultivating respect, trust and safety throughout the organization.

To advance our values of equity and inclusion, priority consideration will be given to candidates that represent the communities we serve to ensure their voices and experiences are represented.

## Role Summary

The Director of Outreach and Support Programs leads the programming team in the development, delivery, and assessment of youth supports. This position coordinates and guides the team in identifying as well as facilitating connections to safe and affirming resources within and outside our organization network. This position will oversee the support group program, drop-in hours, and lead in the management of coordinating housing navigation services. They will serve as the primary ambassador for outreach opportunities and will mobilize staff and volunteers in any community events and activities. This Director will be a thought partner and steward community partnerships that elevate the mission and goals of the organization, specifically around promoting and facilitating DEI practices. This role will work to ensure all internal supports and team are centering Side by Side's mission in alignment with the organization's strategic priorities of advancing racial, gender, and disability justice outcomes in education. This position reports to the Executive Director.

## Key Duties and Responsibilities:

- Team Supervision
  - Provide administrative, programmatic, and clinical supervision to the Youth Programs team, which includes the Support Group Manager, Lead Facilitators, interns, and volunteer facilitators.
  - Facilitate or coordinate facilitation of team meetings.
  - Develop and provide training for Programs team and others providing direct services to youth around relevant best practices for supporting LGBTQ+ youth.
  - Complete performance reviews of directly supervised staff on an annual basis.
- Direct Programming Efforts
  - Support the development of annual program outcome goals and provide on-going evaluation & assessment of youth programs.
  - Communicate program goals and outcomes with Executive Director, Board of Directors, Side by Side Team and to community partners.
  - Provide data needed in order to meet funding requirements and/or secure new funding
  - Oversee the coordination of all youth social events
- Coordinate Youth Services
  - Coordinate and provide direct crisis support for Outreach and Support Programs team
  - Help to ensure youth records are maintained utilizing our online system, Trax Solutions and SharePoint.
- Lead Community & Family Outreach
  - Serve as liaison for Side by Side on local youth coalitions and with LGBTQ+ supportive parent agencies including GLSEN Richmond and He She Ze & We
  - Identify and disseminate parent and family support resources.
  - Facilitate and maintain peer-led Parent Support Groups
  - Recruit, train, and supervise volunteers including adult facilitators and volunteers for the center, outreach, and special events for Side by Side.
  - Manage and coordinate outreach events including tabling at school fairs, non profit organizations, festivals, etc.
- Other Program Support

- Will work collaboratively with other Side by Side staff to facilitate training and education sessions as part of advancing the organization's mission across communities. Will engage in knowledge sharing and cross-training opportunities to ensure a comprehensive understanding of Side by Side's mission, vision, and programming.

### **Position Qualifications and Experience**

- Desired
  - Bachelor's degree in a behavioral health/ human service or related field from an accredited college or university
- Welcomed
  - An equivalent combination of education and 2-5 years of experience may be considered

### **Preferred Knowledge, Skills, Characteristics or Experience**

- 2-4 years experience supervising others including performance evaluation and professional development support
- 1-3 years experience designing, implementing, and evaluating youth-centered programming grounded in youth development principles with a gender-racial equity lens
- Understanding of adolescent and young adult development, especially related to LGBTQ+ youth
- High level of familiarity with and skilled in application of trauma-informed care practices
- Crisis assessment and intervention experience, to include making necessary referrals and reports
- Experience leading educational, support and/or treatment groups for youth, along with knowledge of group dynamics and strong facilitation skills
- Skilled in program development and enhancement, to include creating and adapting curriculum for the needs of LGBTQ+ youth
- Experience working with volunteer boards and committees to communicate program information
- Ability to recruit, select, manage, and mentor supervisees, interns, and/or volunteers in order to meet youth needs and organizational goals

### **Compensation**

This is a full-time position with a salary of \$55,000. The compensation package includes health and dental benefits, ten (10) days of paid leave, an additional ten (10) days of paid leave during scheduled organization closures, and paid holidays.

### **To Apply**

- Please submit the following to [jobs@sidebysideva.org](mailto:jobs@sidebysideva.org)
- With the subject line: "Director of Outreach and Support Programs"
- Cover Letter

- In addition to sharing the story of why you would like to join us at Side by Side please also provide answers to the follow questions:
  - What do you see as the most pressing needs for LGBTQ+ youth in Central Virginia?
  - Define what racial equity means to you and how you strive to create equitable communities where gender diverse people and communities of color can thrive.
  - Describe your experience in developing and implementing youth programs.
- Resume to include name, pronouns, contact phone, mailing address, and email.
- Application deadline is open until further notice

**Side by Side**

2311 Westwood Ave, Richmond, VA 23230

(804) 644-4800 | Website: [sidebysideva.org](http://sidebysideva.org)

Instagram @sidebysidevirginia | Facebook @sidebysideva