



PROGRAM COORDINATOR

Job Description & Responsibilities

ABOUT FORTALEZA FAMILIAR

MISSION: Fortaleza Familiar is dedicated to the wellness of Chicanx Latinx Indigenous LGBTQ2Spirit+ young people and their families.

VISION: Our vision is that young LGBTQ2S Latinx people and their families will reconnect to the ancestral power of their collective voice to lead healthy and balanced lives. We believe our collective resilience will lead to familial/community safety and wellness.

HISTORY: Fortaleza Familiar was founded in 2020 to support LGBTQ2S+ young people in Colorado. We are dedicated to the wellness and safety of Latinx, Chicanx and Indigenous LGBTQ2S youth and their families. We build environments and communities that honor the dignity of young people. Key programs areas have included issues – such as Cultural Identity and Sexual Health Education– that are non-traditional in LGBT organizations.

ABOUT PROGRAM COORDINATOR POSITION

The **Program Coordinator** reports and works alongside the Executive Director. They are responsible for development, implementation and success of Fortaleza Familiar programs. This position is full-time (approximately 38-40 hours per week). This position has a ranged salary of \$38,000-\$41,000, vacation and sick time, a health stipend of \$500/month, paid professional development opportunities and other benefits per request.

The Program Coordinator will be someone deeply passionate about LGBTQ2S health, wellness and safety. They will be passionate about their community, a problem solver, and a do-er. This person will lead, train, excite, and harness the energy of young people and families in Colorado. The Program Coordinator's main role is to help develop and grow all Fortaleza Familiar programs.

KEY RESPONSIBILITIES:

- Provide key **program development** support. Help plan and coordinate programs and related activities including outreach and recruitment to best serve our community.
- Support **communications creation and content management**. You will contribute to the creation of content that elevates the success and values of Fortaleza Familiar.
- Engage in **network development and community building**. You will contribute to connecting Fortaleza Familiar with the broader social justice community and service providers that impact LGBTQ people. Regional and national community building also included.



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KEY RESPONSIBILITIES DETAILS:

PROGRAM - 75%

- **Program Development.** Work with the Director to strategize and implement youth and family programs (as the central strategy for developing positive environments for youth). This includes the development of community analysis and the prioritization of strategic coalition-building.
- **Developing Program Structure.** Support of the development, implementation, evaluation and documentation of organizational programs.
- **Membership Development.** Outreach and recruitment of LGBTQ2S youth and their families to participate in programs and leadership positions within the organization.

COMMUNICATIONS - 15%

- Facilitating & implementing communication strategies across the organization.
- Content creation that furthers our mission and celebrates our community.
- Maintain and update Facebook, Twitter, Pinterest, Tumblr, Instagram or other social media sites.

NETWORK DEVELOPMENT & COMMUNITY BUILDING - 5%

- Work with the Executive Director to strategize, implement grassroots community, organizing campaigns and community actions. This includes the development of community analysis and the prioritization of strategic coalition-building.

CANDIDATE QUALITIES

- Bilingual in English and Spanish.
- Strong problem-solving skills.
- Self-starter and needs little supervision.
- Ability to lead students and young people.
- Appropriate appearance and caring attitude.
- Strong interpersonal and communication skills.
- Ability to be flexible and work respectfully with a diverse group.
- Commitment to working with youth in a respectful and empowering way.
- Ability to work equally well independently and as part of a collaborative team.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability and willingness to travel to and visit schools, agencies and community meetings.
- Availability to work flexible hours, including some evenings and weekends, as required.

HOW TO APPLY?

Please submit a **cover letter, resume, and contact information of three (3) professional and/or academic references** to info@fortalezafamiliar.org.