On The Move partners with communities and mobilizes emerging leaders to take action in pursuit of social equity.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Youth Advocate Peer Mentor</th>
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<tbody>
<tr>
<td>Initiative/Division:</td>
<td>LGBTQ</td>
</tr>
<tr>
<td>Location:</td>
<td>Napa County and Sonoma County</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>Travel Required</td>
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<tr>
<td>Level/Salary Range:</td>
<td>$20 per hour</td>
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<td>Position Type:</td>
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<td>Position Family:</td>
<td>Program Service Provider</td>
</tr>
<tr>
<td>WC Code/EEO:</td>
<td>8810/ 5</td>
</tr>
<tr>
<td>HR Contact:</td>
<td><a href="mailto:otmhr@onthemovebayarea.org">otmhr@onthemovebayarea.org</a></td>
</tr>
<tr>
<td>Date Posted:</td>
<td></td>
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</tbody>
</table>

**About On The Move**

On The Move has created and implemented innovative programming that challenges communities and local leaders to push beyond mediocrity and into excellence. Supported by a track record of results-oriented programming and in partnership with the hundreds of established community partners, On The Move works to unite communities and focus on the safety and inclusion of all people. If this inspires you – join the team!

**Benefits:**

**PTO:** Year 1 = 5 hours, Year 2-3 = 6.67 hours, and Year 3+ = 10 hours per pay period. Please refer to page 4-1 of the OTM Personnel Policies PTO Schedule.

**16 Paid Holidays:** Please refer to the OTM 2023-24 Calendar to for a schedule of holidays.

**Business Expenses:** Preapproved, work-related travel, and $60 monthly cell phone reimbursements.

**Health Benefits:** Full-time employees are eligible to receive health insurance through Kaiser and pre-tax Flexible Spending Account (FSA/Childcare).

**Retirement:** Employee contributions to a 403b plan are optional. Agency match up to $1,000 after 1st year of employment.

**Applications Accepted By:**

**FAX OR EMAIL:**

707/251-9509 or otmhr@onthemovebayarea.org

Subject Line: Open Position

**MAIL:**

ON THE MOVE

Attn: Human Resources

780 Lincoln Avenue, Napa CA 94558-5110

**Job Description**

**ROLE AND RESPONSIBILITIES**

LGBTQ Connection’s Youth Advocate is an entry level position that works alongside the Program Coordinator to engage with program leaders, youth leaders, youth participants and adult volunteers to grow a team of youth and create ground-breaking advocacy projects, trainings, outreach, socials, and events for youth, their families, youth-serving providers, and the greater community.

- Youth Leadership Team development: recruiting students and young adults interested in our programming.
- Plan and lead support groups, advocacy projects and workforce training.
- Helping to implement evaluation surveys and focus groups, and amplifying the voice and needs of youth.
- Support in hosting dynamic LGBTQ workshops with other organizations.
• Outreach, tabling, presentations, communication, graphic design
• Data entry and grant deliverable tracking

**ADMINISTRATIVE:**
• Answering Emails and Phone Calls
• Helping community members navigate resources and connecting them to other organizations
• Entering and tracking data specific to grant deliverables
• Maintaining, organizing, and upkeeping shared office space
• Organizing office deliveries
• Participate in all scheduled staff meetings
• Updating shared calendar to reflect accurate weekly schedule
• Participate in consistent team communication and utilizing all necessary tools to do so
• Keep track of ongoing educational and certification requirements specific to industry and job role
• Report to director

**IDEAL CANDIDATE QUALIFICATIONS AND QUALITIES**
• Passionate about LGBTQ+ community and issues
• Eager for professional, interpersonal and personal growth and willingness to take risks
• Supportive participant in maintaining positive team dynamics
• Take initiative with active learning
• Proficient with time management
• Proficient in using computers, software, and office machines
• Desired, but not required, English/Spanish bilingual
• Lived or work experience in Sonoma or Napa County Reliable transportation (valid CA driver’s license & insurance are required)

**KEY KNOWLEDGE, SKILLS, AND ABILITIES**
• Organized with the ability to work independently.
• Commitment to ongoing learning and anti-oppression framework.
• The ability to work collaboratively with different types of personalities.
• Basic knowledge and willingness to learn about LGBTQ+ issues, specific to mental health and wellbeing.
• Excellent written and communication skills.

**ADDITIONAL NOTES**
• Responsible for engaging youth participants in socials, health navigation services and support groups
• Refer youth to mental health, substance abuse, domestic violence, sexual assault, primary care, non-health care services, social/cultural enrichment programs
• Recruit youth to attend support groups/socials
• Implement programming that decreases risk factors and increases protective factors

Last Updated By: Teresita D Lua          Date/Time:  7/7/23 3:23pm

On The Move is an Equal Opportunity Employer and we utilize E-Verify confirm eligibility for employment.