



Job Description: Interagency Training Program Coordinator

The Pacific Center for Human Growth is a 45 year old grassroots non-profit organization serving the LGBTQ community of the East Bay. As the only LGBTQ-specific mental health clinic in Alameda County, Pacific Center is a critical resource for the health and wellness needs of the local LGBTQ community and a unique provider in our county's healthcare system. Pacific Center offers low cost individual, couples and family mental health services, HIV support services, peer support groups and a clinical support program for youth.

The **Interagency Training Program** provides educational materials and workshops for agencies and groups throughout Alameda County who want to improve their cultural competency in working with LGBTQ people. This work primarily takes place off-site, at the location of the group requesting services.

The **Interagency Training Program Coordinator** provides programmatic support and limited off-site assistance to the contract trainers presenting for the Pacific Center. Coordinator will be tasked with providing all materials and information necessary for the efficient and complete delivery of services by the trainers.

Primary Responsibilities:

- Assist Contract Trainers in preparation of materials needed for contracted events.
- Track & respond to requests for training and cultural competency assessments from other agencies and work groups. Coordinate calendar and relay requests for training to contract trainers in a timely fashion.
- Track evaluations and responses to training conducted by PC Trainers.
- Assist with data collection, evaluation, & reporting.
- Work as a team member with other employees and volunteers at Pacific Center.
- Assume other duties as assigned by the Program Manager.
- Complete reports as required for funders, and for internal use
- Update training materials regularly and create new materials as needed

Qualifications desired:

- Experience working in a non-profit setting
- Deep understanding and knowledge of LGBTQ issues
- Experience working with diverse communities and with group facilitation
- Ability to recruit contract trainers as needed
- Bachelor's degree is a minimum; master's degree in psychology or related health field preferred
- Strong ethical values, commitment to confidentiality and setting appropriate boundaries
- Experience working on self-directed projects
- Basic computer skills: *Word, Excel* etc., and familiarity with social media outlets.

Pacific Center for Human Growth is a 501C3 organization. We are committed to diminishing the influence of privilege and discrimination in our field and workplace, whether due to differences concerning age, citizenship, color, disability, marital or parental status, race, religion, gender or sexual orientation.

To apply, please send your cover letter and resume to Executive Director, Pacific Center for Human Growth, 2712 Telegraph Ave., Berkeley, CA 94705 or Email: lewing@pacificcenter.org.