### Position Description: Associate Director of Adult Programs & Training

**Position Title:** Associate Director of Adult Programs & Training  
**Home:** of Contra Costa County  
**Website:** [https://www.rainbowcc.org/](https://www.rainbowcc.org/)

<table>
<thead>
<tr>
<th>Reports To:</th>
<th>Executive Director</th>
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<tbody>
<tr>
<td>Work Status:</td>
<td>Full Time (1 FTE)</td>
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<tr>
<td>Department:</td>
<td>Senior Management</td>
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<tr>
<td>Location of Work:</td>
<td>Virtual with a return to a physical setting TBD</td>
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<tr>
<td>Current center address:</td>
<td>2118 Willow Pass Road, Suite 500, Concord, CA 94520</td>
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<td>Schedule:</td>
<td>Monday to Friday; flexible hours</td>
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<td>Occasional travel, evenings and weekends required. Schedule may be subject to negotiation.</td>
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**Payroll Type:** Exempt  
**Supervisory:** Yes  
**Initiated/Updated:** 7/20/2020  
**Regular Hours:** 30-40 hours per week  
**Salary Range:** Firm at $70,000 annually  
**Position Available:** August 3, 2020

### ORGANIZATIONAL HISTORY, MISSION & VISION

The Rainbow Community Center of Contra Costa County (Rainbow) was founded in 1995 to serve the well-being of the LGBTQI+ Community in Contra Costa County. Founders wanted to develop programs to reduce isolation of LGBTQI+ people and provide a space for community development. Rainbow continues to provide a safe and welcoming place building community among LGBTQI+ persons and our allies through social programs, support groups, clinical services, training, special events, and emergency programs.

Rainbow builds community builds community and promotes well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) persons and our allies through social opportunities, health & wellness services, and awareness programs.

Rainbow envisions a society that embraces acceptance, safety and equality for all, regardless of sexual orientation or gender identity. As Rainbow transcends its vision from inclusive to expansive, we will be able to more effectively represent by centering and reaching a wider scope of People of Color, intersectional, and marginalized LGBTQI+ identities. We understand that “inclusion”, which in meaning and implementation, holds and maintains a power differential, whether or not intentionally set. With this Associate Director of Adult Programs & Training position we look to center folx that need access to adult support and services within our communities.

### ORGANIZATION CULTURE

Our services are based upon a three-tier model of interventions that are designed to reduce isolation, identify individuals in need of direct support, and increase resiliency of our community members – all while building skills needed to cope with the impact of living in a heteronormative and often rejecting dominant culture. Our work is also grounded within a vision of creating a society that embraces acceptance for people of all sexual orientations and gender identities and expressions.

We are dedicated to the development of Rainbow as a learning organization where board, staff, volunteers and those we serve can join together in co-creation of a culture that truly demonstrates the expression of our mission to build community and promote well-being. We are committed to learning together, sharing our knowledge, empowering each other and creating an organization that supports the development of compassionate, reflective, talented, innovative, and dedicated employees, interns, and volunteers.

### POSITION SUMMARY, ADULT PROGRAMS & TRAINING PROGRAM

The Associate Director of Adult Programs & Training oversees and supervises the Adult Program and Training Program. These include the Senior (Elder/Older Adult) Program, HIV Prevention Program, Training Program, and social and support groups. This position is responsible for supervising these 2 Adult and 1 Training program staff and assuring that volunteers for these programs receive adequate orientation, supervision and recognition, with the support of the Volunteer Coordinator and managerial staff. The Associate Director of Adult Programs & Training is part of the Senior Management team along with the Associate Director of Clinical Services, Associate Director of Youth Programs & Housing, and the Executive Director.

Rainbow’s Adult Programs centers intersectional LGBTQI+ individuals and are a significant component of our health and wellness support services. We provide culturally expansive case management, education, topic-based discussions, events, and various peer and social support groups focused around “coming out”, sexuality, HIV status, and Parents/Guardians of LGBTQI+ and Gender
Non-Conforming youth, to name a few. The programming’s aim is to increase education, resiliency, support, by building a healthy, flourishing, thriving and vibrant Contra Costa County community.

Our Adult Programming includes the Senior Program which provides safe spaces for LGBTQI+ elders/older adults to gather, socialize, and create a supportive community. LGBTQI+ seniors are more likely than their straight peers to be isolated, so we aim to increase support, help address internalized homophobia, transphobia and shame, ensuring seniors have access to a supportive network of peers. Activities have included senior lunches, social groups, youth/senior events, and social outings.

Our HIV Prevention Program and Services include Rapid Testing HIV clinics, safer sex information and supplies, and support groups. Rainbow also provides in-depth PrEP HIV medication reviews with clients and offers a wraparound support system for people living with HIV and AIDS. In partnership with the Contra Costa HIV/AIDS & STI Program, Rainbow is piloting a 3-Site testing project (collecting throat swabs, anal swabs, and urine from MSM clients) to test for chlamydia and gonorrhea. In year one, about 200 people were tested for HIV/AIDS.

Our Training Program reaches adults who work with youth and/or adults, across sectors, within Contra Costa County, the Bay Area, California, regionally, nationally, and internationally. Our interactive, educational workshops, training, and presentations have been in-person and are presently virtual for mental health providers, schools, faith-based organizations, juvenile justice, probation, community-based organizations, residential and/or treatment programs, corporate companies, and community groups. Topics include Sexual Orientation, Gender Identity, and Expression (SOGIE): LGBTQI+ Fluency and Allyship Series comprising of ‘Breaking Through the Binary’, ‘Dimensions, Impact, and Dialogue’, and ‘Affirming & Expansive Approaches’. Our Cultural Humility Series comprises ‘Growing Awareness & Recognizing Positionality’, ‘Exploring Intersectionality & Impact’, and ‘Interrupting the Cycle of Oppression & Embracing Liberation’. We also devise panels and keynote speakers centered around folks’ journeys with social justice sharing stories and discussions of resistance, resilience, celebration, importance of visibility and representation, and call to action and advocacy. We will also be launching this fall and winter subscriptions for ongoing professional development groups, consultation, and digital curriculum for sale through our website.

**ESSENTIAL POSITION RESPONSIBILITIES**

- Work effectively with a diverse and intersectional colleague, client, network partners, and community population
- Directly supervise the Senior Program Manager, HIV Prevention Program Manager, Training & Curriculum Manager, and Support Group staff/volunteers
- Establish and maintain purposeful, clear, and respectful working relationships and be a part of an organizational team that includes clinicians, administrative staff, program staff, and our board of directors
- Provide formal and informal reports and updates to Executive Director, Leadership Team, and Board of Directors on Adult Program and Training Program status and goals
- Track, manage, and advise program budgets for all programming overseen
- Represent and present at and within community events, coalitions, trainings, workshops, and collaboratives
- Develop interagency relations with community partners relevant to People of Color, HIV, Senior, and Transgender and Gender Non-Conforming (TGNC) populations
- Identify, plan, and strategize with program funding advisory bodies ongoing in order to build, maintain, and grow Rainbow’s fiscal sustainability and responsibility in serving our communities, i.e. cultivating development streams, grants, individual and corporate donor relationships, etc.
- Evaluate programs ongoing and address grievances, adjustments, and other necessary tasks
- Track and report monthly on service targets as indicated in annual strategic plan and program contracts
- Provide support and development for volunteer run adult community programs (Current virtual groups include: Gender Voice, Transgender, Mocha HIV Support, Men’s HIV Support, Parents/Guardians of Transgender and Gender Non-Conforming Children and future adult groups)
- Coordinate bi-annual volunteer orientation events and annual volunteer recognition party, with the support of the Volunteer Coordinator and Training & Curriculum Manager
- Comply with security, safety and health standards in the work and work settings
- Additional Duties as assigned and/or needed

**QUALIFICATIONS**

- 3-5 years of experience supervising staff and volunteers with excellent management and community focus
- Demonstrated ability to work as part of an organizational Leadership Team
- 3-5 years of experience with program assessment, planning, implementation, evaluation, and reporting
- 3-5 years of experience writing, soliciting, managing/overseeing/stewarding, reporting, and negotiating the following:
  - city, county, state contracts, MOUs, and grants
  - foundation giving and grants
  - corporate giving
- Ability to source, discern, determine, participate, network and organize (when necessary and identified) aligned community partnerships, coalitions, collaboratives, and groups
- Commitment to cultural humility and work through a lens of social justice
- Enthusiasm and pride in work
- Mature attitude, humility, and a sense of humor
- Familiarity and working knowledge of key program, development, and management approaches:
  - Growth Mindset: [https://www.mindsetworks.com/science/](https://www.mindsetworks.com/science/)
  - Social and Emotional Learning (SEL): [https://www.instituteforsel.net/](https://www.instituteforsel.net/)
- Familiarity and embracement of LGBTQI+ cultures ([SOGIE Handbook](https://www.health.ny.gov/prevention/sexual_violence/docs/sogie_handbook.pdf) as one reference example)
- Effective and kind interpersonal, verbal and written communications skills
- Strong organizational skills and follow through
- Detail-oriented with the ability to balance areas of work and prioritize
- Able to handle multiple tasks simultaneously with strong organizational skills and attention to detail
- Proficiency and fluency with Zoom video conferencing, MS Office applications (Word, Excel, PowerPoint) and Google Suite (Gmail, Docs, Sheets, Calendar, Slides, Forms) in Word, spreadsheets and other computer skills is required

**EDUCATIONAL REQUIREMENTS & LICENSES**

A combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- Experience in Human Services, Adult Programs, Curriculum and Training Development or related field
- Bachelor’s degree from an accredited institution with advanced degree preferred
- Possess and maintain a valid, non-restricted California Driver’s License

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to represent an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

**HOW TO APPLY**

To be considered for this position, please submit a cover letter, resume and three professional references (a past or present supervisee, supervisor, and client/community member served in your work) to Kiku Johnson, Executive Director at kikujohnson@rainbowcc.org with the subject line: “Associate Director of Adult Programs & Training Application”. Please, no phone calls. Only applicants meeting all of the minimum qualifications may be invited for a virtual interview.

**EQUAL OPPORTUNITY**

Rainbow provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, sex, sex stereotype, gender identity, gender expression, transgender identity (including whether or not you are transitioning or have transitioned), sexual orientation, national origin, ancestry, physical or mental ability, medical condition, genetic information or characteristics, marital status, domestic partner status, age, military or veteran status and any other basis protected by federal, state or local law, ordinance or regulation.

Rainbow is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in organization operations and prohibits unlawful discrimination by any employee of the organization, including supervisors and coworkers.

Rainbow believes that one of the significant areas our values are established and communicated are within our hiring practices. We look to elevate and create opportunities for the most marginalized people in our society — namely Black Indigenous People of Color (BIPOC), POC, LGBTQI+ people, and all women. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of intersectional, marginalized communities. This is one expression and enactment as to how we transcend our lens from inclusive to expansive.