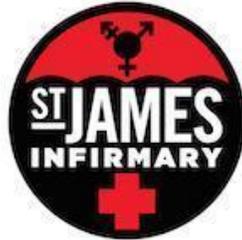


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JOB DESCRIPTION: Community Engagement Coordinator

“Taimon Booton” Navigation Center Community Engagement Coordinator
Salaried Position, Full Time: 40hrs/wk, \$60,000 annually

Are you passionate about improving the lives of unhoused people by offering care and genuine sanctuary? Do you want to contribute to ending gender-based violence by providing shelter and consistent care to TGNCI people and ciswomen experiencing homelessness? Do you have the skills necessary to lead a team and coordinate a program that provides a stable environment for participants' growth? St. James Infirmiry is seeking a Community Engagement Coordinator for our new Navigation Center serving TGNCI people and ciswomen.

About St. James Infirmiry:

The St. James Infirmiry is a peer-based occupational health and safety clinic for sex workers of all genders. It is our mission to meet the needs of people engaged in the sex trade through advocacy, direct services, and social justice. St. James Infirmiry works actively to combat racism, class inequality, misogyny, homophobia and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Position Overview

The Community Engagement Coordinator will work with the Bryant Navigation Center Site Director to design and implement an expanded service model that supports the holistic needs of TGNCI people and ciswomen experiencing homelessness. The Community Engagement Coordinator will offer programming that will bring residents into cultural and social activities on site or around the Bay Area, in addition to community-based social justice study, where residents will have the opportunity to learn about identity, empowerment, and collective liberation. Direct services may involve facilitating groups and individual meetings with participants at times most conducive to them, offering support for their well-being, gaining further understanding of their social, cultural, and intellectual interests, and following up with to offer further assistance. This will be the first TGNC specific navigation center in which TGNC leadership, and cultural competencies will be centered in all aspects of the job duties and responsibilities.

JOB DUTIES AND RESPONSIBILITIES

- Develop and maintain relationships with participants to understand their social, cultural, and intellectual interests
- Check-in with participants individually as needed, and schedule weekly meetings (times TBA) to meet and talk with participants in groups
- Facilitate social justice workshops and related programming, support groups, etc
- Accompany participants to social, cultural, and intellectual activities
- Investigate opportunities for participants to attend activities, events, and programs (including educational and job certification programs). Make those opportunities known to participants, and accompany them when necessary or desirable.
- Document activities with participants and complete required reporting.
- Organize monthly Birthday Celebrations.
- Attend trainings as scheduled and assigned
- Other duties as assigned by the Site Director

Qualifications

- Good working knowledge of and sensitivity to individuals with mental health issues such as: PTSD, psychosis, borderline behaviors, bi-polar, and more.
- Experience working with people who use drugs in a harm reduction model (personal history or experience with drug use, overdose, and addiction is a desired qualification)
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting sex workers
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, gender identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Experience teaching or facilitating workshops in social justice settings
- Experience working with at-risk populations and/or adults with multiple disabilities.
- Understanding of criminalization and stigma, resulting in barriers that people who use drugs experience to accessing health care and other services
- Background in social services and/or familiarity with organizations serving people who use drugs in the Bay Area
- Ability to work independently
- Strong organizational skills
- Experience collecting and entering data; intermediate computer skills
- Some evening and weekend hours required
- Bilingual in English/Spanish is a plus

PHYSICAL REQUIREMENTS

- The employee is frequently required to stand, walk, sit, and reach with hands and arms, to use a computer and smell. The employee must be able to climb stairs.
- The employee is frequently required to use hands to hold objects, writing instruments, or files; and talk and hear.
- The employee must occasionally lift/or move up to 25 pounds.
- Specific vision abilities required by this job include ability to read, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- This position requires the ability to review and share the organization's secure electronic and physical files with other program staff; the person in this position will also have access to the organization's and other highly confidential information.
- This position includes direct, in-person service provision. Because of this, the employee must have the ability to perform the job at the program location.
- The employee must be able to follow oral directions in an emergency situation.

How to Apply:

Please submit a thoughtful cover letter explaining your interest in St. James Infirmery and where/how you found out about this career opportunity. Email your cover letter and resume to jobs@stjamesinfirmery.org. Please write your name and the title for this position ("Your Name – Community Engagement Coordinator") in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmery is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, people living with HIV/AIDS, women, and people of color to apply.*

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Relocation reimbursement is NOT available for this position.

If an offer is extended, qualified candidates must provide proof of eligibility to reside and work within the United States without sponsorship.

Benefits:

St. James Infirmery offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.