



allcove Community Outreach Specialist

BACKGROUND

CoastPride is seeking a Community Outreach Specialist to assist in developing and launching the allcove model in Half Moon Bay. The model is an integrated mental health center for coastsiders, 12 – 25, and their families. For more information about the allcove model, here is the link to the State's initiative:

<https://mhsoc.ca.gov/initiatives/allcove-youth-drop-in-centers/>

This position will work closely with the Youth Advisory Group (YAG) and serve as CoastPride's representative to raise awareness about youth mental health and the allcove model, develop new community partnerships, and strengthen existing community partnerships, and help establish the allcove center in Half Moon Bay (allcove). This position will have the exciting opportunity to be part of a team that makes the allcove model a reality in Half Moon Bay.

This position reports directly to the allcove Project Manager.

RESPONSIBILITIES

- Community Engagement and Outreach by:
- Developing and strengthening relationships with community organizations.
- Fostering partnerships that are: youth-centered, community-based, shared decision-making, open, transparent, and connected.
- Developing referrals and warm-hand off protocols.
- Developing linkages with other organizations so that they may potentially co-locate their services or offer programming at the allcove.
- Convening the Community Consortium meetings and activities.
- Developing an awareness plan- to raise awareness about the allcove model and the soon-to-be established allcove.
- Making presentations to youth-facing organizations.
- Taking community members on tours of other allcove centers and ultimately tours of allcove.
- During the soft opening of allcove, taking community members on tours.
- Establishing and maintaining effective working relationships with CoastPride staff, community partners and the public.
- Participating in committees, workgroups, coalitions, and activities within the community (e.g. schools, youth forums, community events, and interagency

networks) to raise awareness about youth mental health needs and the allcove model.

- Maintaining regular communication with the schools, organizations, community based organizations, mental and health providers, and other entities who may refer clients to allcove.
- Contribute to and implement innovative initiatives based on best practices addressing the needs of young people in relation to mental health issues.
- Other duties as assigned by the CoastPride operational director.

MINIMUM REQUIREMENTS

- A minimum of a Bachelor's degree and two or more years of relevant direct experience.
- Education and experience working with adolescents and young adults in a mental health or behavioral health related field.
- Group facilitation skills and ability to show tact, compassion, and intentionality.
- Strong community engagement skills, including sensitivity to working with diverse groups.
- Proven track record in building and maintaining effective working relationships with a range of stakeholders such as young people, family members, parents, schools, and health professionals from other agencies.
- The ability to plan, implement, deliver, and evaluate community awareness projects and mental health literacy programs.
- Strong written and verbal communication skills, and ability to be concise and persuasive.
- Experience in social media as an outreach tool, including engagement, building content, profiling key features, calendaring of posts, and increasing overall exposure.
 - Medium/Advanced computer skills, including experience with Microsoft Office Suite, and an ability to learn new databases.
- Strong creativity, out of the box thinking, and overall analysis and problem solving skills.
- Exceptional customer service skills and attention to detail and followup.
- Comfortable with various platforms and computer software.
- Must clear a federal background check (paid for by CoastPride).
- Must complete four hours of mandated reporter training in accordance with CoastPride Policies.
- Bilingual - Spanish and English.

PERSONAL ATTRIBUTES

- High levels of professionalism, diplomacy, confidentiality, and discretion.
- Ability and commitment to continuous learning.
- Strong work ethic.

- Adaptability and flexibility to changing work environments and requirements.
- Reliable and results focused.

PREFERRED EXPERIENCE

- Experience working with Spanish-speaking, BIPOC, LGBTQIA2+, and refugee communities.
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COMPENSATION AND BENEFITS

- This is a full time, exempt position.
- The salary range is \$60,000 - \$80,000.
 - This is a grant-funded position. Funding is currently secured through May 2026, with possible extension beyond that.
- Benefits
 - Medical, dental, vision
 - Paid Holidays
 - Work cell phone provided, plus \$50 stipend per month for service for that phone line plus benefits.
 - Work laptop provided
- Mileage reimbursement

LOCATION

The Community Outreach Specialist will be expected to work in person 5 days a week from the CoastPride Center, which is located at 711 Main Street, Half Moon Bay, CA, 94019. The CoastPride Center is wheelchair accessible and has an accessible, gender neutral bathroom.

The in-person work location will likely move to allcove, once a location is identified.

HOURS

40 hours per week. CoastPride employees are generally expected to work between the hours of 10 am and 6 pm, although these hours can be modified, with the permission of the employee's supervisor, based on project and personnel needs.

OTHER DUTIES

Please note this job description is not designed to serve as a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Duties, responsibilities, and activities may change at any time, with or without notice.

To apply, please send your cover letter and resume to allcove@coastpride.org.

This position is open until filled.

CoastPride is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender, genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people.