



San Diego Pride

Job Description – Program Coordinator, Bilingual

Job Title: Program Coordinator, Bilingual
Reports to: Programs Manager
FLSA Status: Full-Time, Exempt
Salary: \$58,240/yr

Benefits Include: Medical and Dental Health Coverage, Vacation and Sick PTO, Professional Development Opportunities

SUMMARY

San Diego LGBT Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, respect, and equality for the LGBT community. San Diego LGBT Pride is one of the oldest LGBT-serving nonprofits in San Diego, and is best known for our annual flagship celebration - the San Diego LGBT Pride parade and festival that brings together more than 350,000 individuals from San Diego and across the country. San Diego LGBT Pride is also the most charitable Pride celebration in the world, having distributed over 3 million dollars to LGBT-serving nonprofits since 1994.

The Program Coordinator, Bilingual (PCB) will play a key role in fulfilling Pride's mission by assisting with the coordination and outreach of the organization's year-round volunteer-led Community Engagement, Education & Advocacy, and Outreach programs. The PCB will work closely with the Programs Manager and Staff Liaisons to ensure the organization's community engagement, education & advocacy, and outreach programs are thriving and meeting the needs of the LGBTQ community Pride serves throughout the year.

ESSENTIAL DUTIES & RESPONSIBILITIES

Under the direction and guidance of the Programs Manager, the PCB will assist in building, stewarding, and supporting the core teams of community members who drive San Diego Pride's year-round volunteer-led programming. PCB is responsible for providing mentorship, outreach, recruitment, training, logistical, resource, community, and administrative support to Pride's volunteer leadership teams including but not limited to Youth, Latinx, API, Entertainment, Festival, Parade, and She Fest.

The PCB will also lead the coordination of Pride's youth programming; including, but not limited to: Pride Youth Leadership Academy, Pride Youth Marching Band, Pride Youth Art Show, and weekly/monthly youth-led programming and curricula.

The Program Coordinator, Bilingual will work with Program Managers and Staff Liaisons to support the other programs of Pride as assigned to ensure Spanish language access is available to community members and programs.

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Education:** A bachelor's degree is preferred but not required. Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.

- **Experience:** 1-2 years of progressively responsible experience working or volunteering with youth and/or in the LGBTQ community is preferred. Can substitute a combination of education & experience.
- Preferred Field of Expertise: LGBTQ Youth, Issues and Programming; Community Organizing; Outreach
- Full Fluency in conversation and written English and Spanish is a requirement
- Diversity and Inclusivity – Experience working with diverse communities. Demonstrated understanding of LGBTQ issues, equity, equality, inclusivity, and intersectionality.
- Communication - strong verbal and written communications skills necessary to present data effectively. Able to speak persuasively and write clearly and concisely.
- Outreach & Engagement – Outgoing and articulate, able to connect with a variety of populations and strong interpersonal skills.
- Planning & Organizing – Time management and organizational skills necessary to manage multiple projects, appropriately prioritize workload, plan for resources to meet deadlines and goals, and work independently in day-to-day functional needs.
- Problem Solving - Ability to anticipate and identify problems and use sound judgment and fact-based analysis to develop effective and efficient solutions. Demonstrated application of judgment based on experience and knowledge.
- Software Skills – Including use of Microsoft Office, Dropbox, Google Drive, and web-based applications.
- Reliable Transportation – this position will require up to 30% travel around the San Diego area for community outreach.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.
- Working some weekends and evenings will be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee will frequently lift up to 50 pounds. The employee may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

WORK ENVIRONMENT

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

TO APPLY

Send a **resume and cover letter** to Careers@sdpride.org. Resumes submitted without a cover letter are considered incomplete and may not be considered. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****