San Diego LGBT Pride

Job Description – Programs Coordinator, Spanish Bilingual

**Job Title:** Programs Coordinator  
**Salary:** $64,480

**Reports to:** Programs Manager  
**Benefits Include:** Medical, Dental Vision

**FLSA Status:** Salary Exempt  
**Paid time off, Paid Holidays, Professional Development Opportunities**

**Position Type:** Full-Time  
**Location:** San Diego; This is not a remote position

**SUMMARY**

San Diego LGBT Pride is a 501(c)(3) non-profit organization with a mission to foster pride, equality, and respect, 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 Spirit of Stonewall Rally, the 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 philanthropic Pride organization in the world, having distributed over 3 million dollars to LGBT-serving nonprofits since 1994.

The Programs Coordinator (PC) will play a key role in fulfilling Pride’s mission by assisting with the administration and coordination of Pride’s year-round programs, including supporting Pride’s year-round Community Engagement and Outreach programs. Under the direction of the Programs Manager, the PC will work to ensure Pride’s 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 PC will provide volunteer recruitment, training, logistical, resource, community, and administrative support to Pride Programs, Community Partners, Coalitions, and Volunteer Leadership team. Primary responsibilities will include direct support of volunteer-lead programs (including but not limited to She Fest, Queer API-MEDA Coalition, and Latine Coalition) and coordination and collaboration with staff liaisons and Programs Managers to ensure programmatic success.

Typical duties will include scheduling and attending volunteer programs meetings, training volunteers on Pride programs and processes, coordinating supply orders for program events and meetings, connecting individual programs with organizational resources (marketing, social media, training, advocacy, etc.), assisting in ensuring programs are compliant with organizational processes and procedures, ensure timely completion of needed program documentation (financial forms, metric tracking, etc). The PC will work with the Programs Manager to support other programmatic needs as assigned.

**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 in the LGBTQ community is preferred. Can substitute a combination of education and experience.
• **Preferred Field of Expertise:** LGBTQ Issues and Programming, Coalition Building and Outreach and Community Organizing.
• 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.
• **Volunteer Coordination** – Ability to provide direction, support, and coaching to Pride volunteers with a variety of lived experiences.
• **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 occasional travel around the San Diego area for program events.
• 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 lift or push up to 30 lbs., stand, walk, stoop, kneel, crouch, or crawl. 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 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. No phone calls, social media messages, or office visits, please.

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