



San Diego Pride

Job Description – Accessibility Coordinator

Job Title:	Accessibility Coordinator	Salary:	\$58,240/yr
Reports to:	Programs Manager	Location:	San Diego – North Park
FLSA Status:	Salaried Nonexempt		
Position Type:	Full-Time/Temporary		

Tentative end date of January 2024

Summary

San Diego Pride is a 501(c)(3) non-profit organization with a mission to foster pride, equality, and respect, for the LGBTQ community. San Diego Pride is one of the oldest LGBTQ-serving nonprofits in San Diego and is best known for their annual Pride 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 Pride is also the most philanthropic Pride organization in the world, having distributed over 3 million dollars to LGBTQ serving nonprofits since 1994. The Accessibility Coordinator (AC) will play a key role in fulfilling Pride's mission by assisting with the creation of an accessibility program to ensure San Diego Pride is accessible to all. Under the direction of the Programs Manager, the AC will work to ensure Pride's programs are accessible 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 AC will take the lead in building the framework for the Accessibility Program. Primary duties will include a needs assessment, volunteer recruitment and training, researching and implementing accessibility best practices, coordination and planning for Pride programs and events, training staff and volunteers, and serving as the internal expert on accessibility practices.

The AC will:

- Develop, maintain and ensure information is readily available to the public, staff, and volunteers regarding accessibility accommodations and services for Pride events.
- Design and implement accessibility training for Pride Staff, volunteers, and year-round programs.

Founded in 1974, San Diego Pride is a 501(c)3 nonprofit organization whose mission is to foster pride, equality, and respect for, all lesbian, gay, bisexual, and transgender communities, locally, nationally, and globally. www.sdpride.org

- Review Pride website and make recommendations for changes to ensure compliance with applicable regulations and best practices.
- In coordination with the Marketing & Communications Director, serve as Pride's point of contact for public requests and public feedback related to accessibility.
- Serve as principal staff point of contact for the Accessibility Program.
- Create and implement a sustainable Accessibility Program by recruiting and training volunteers, leveraging partnerships with community organizations and members, developing standard operating procedures, and making budget recommendations.

Required Knowledge, Skills and 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 skills is qualifying.
- **Experience**
1-2 years of progressively responsible experience working or volunteering in the LGBTQ community is preferred. 1-2 years of experience working within the accessibility community is required. Can substitute a combination of education and experience.
- **Diversity and Inclusivity**
Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.
- **Communication**
Strong verbal and written communications skills necessary to present data effectively. Able to speak persuasively and write clearly and concisely. Full fluency in conversation and written English is a requirement.
- **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 independently 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**
Use of the Microsoft Office suite, Dropbox, Google Drive, and web-based applications.
- **Reliable Transportation**
This position will require occasional travel around the San Diego area for program events.
- **Working Hours**

Founded in 1974, San Diego Pride is a 501(c)3 nonprofit organization whose mission is to foster pride, equality, and respect for, all lesbian, gay, bisexual, and transgender communities, locally, nationally, and globally. www.sdpride.org

Mostly Monday through Friday during normal business hours, however, working some evenings and weekends 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 training and attending offsite meetings.

Work Environment

All employees of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community. The work environment will be occasionally noisy and will occasionally involve outdoor elements.

TO APPLY

Send a resume and cover letter to Careers@sdpride.org. No phone calls, social media messages, or office visits, please.

Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.

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