



SAN DIEGO

San Diego Pride

P R I D E

Job Description – Programs Manager, Bilingual

Job Title:	Programs Manager, Bilingual
Reports to:	Senior Director of Programs
Direct Reports:	One (1) - Community Programs Coordinator
FLSA Status:	Exempt
Position Type:	Full-Time
Salary:	\$72,500
Schedule:	M-F, to include nights & weekends
Benefits Include:	100% coverage of Medical, Dental, and Vision Insurance, Flexible Schedule, Vacation and Sick Time, 15 Holidays, Optional Cell Phone Reimbursement, 403(b), & Professional Development Opportunities
Location:	San Diego; In-Person

ABOUT SAN DIEGO PRIDE: 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.

ABOUT THE POSITION: The Programs Manager, Bilingual will support the core teams of community members who drive Pride's year-round volunteer-led programming by providing adaptive mentorship, training, resources, systems, and administrative support. The Programs Manager, Bilingual is the primary staff person responsible for San Diego Pride's year-round Youth Programs. Additionally, the Programs Manager, Bilingual will work with their direct report, the Community Programs Coordinator, and the Programs Department to provide organizational support to all of Pride's programs including but not limited to: QAPIMEDA, Art of Pride, LGBTQIA+ Survivor Task Force, DevOUT, Latine Coalition, Military Department, Festival, Parade, and She Fest.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Team Management: The Programs Manager, Bilingual supervises one full-time exempt employee, the Community Programs Coordinator. In addition, this position supervises volunteer leadership including program volunteers and youth leaders to ensure timeline adherence and programmatic success. Management of this team will include developing and implementing standard operating procedures and processes to successfully execute monthly and yearly events, community-led programming, and targeted community outreach. Develop and implement standard operating procedures and processes for all programs.

Youth Programs: Responsible for the successful implementation of regular weekly, monthly, and annual youth programs with the Youth Programs volunteer leadership team. This includes but is not limited to: Pride Youth Collective (monthly), Youth Leadership Academy (Fall), Youth Art Show (Spring), and Youth Zone (Festival).

Latine Coalition: Supports the Community Programs Coordinator in ensuring the successful implementation of regular programming of this bilingual (English/Spanish) community- and volunteer-led program. Programming includes but is not limited to: regular social and community programming (schedule varies), Latine Pride (Fall), and Mundo Latino / Latine Pride resource area (Festival).

Volunteer Development: Develop best practices and leadership opportunities for volunteers, specifically for youth leaders. Assess and meet the needs of volunteers to enhance organization, develop and implement effective strategies to recruit and develop volunteers with the right skills, and ensure proper training curriculum is provided for incoming volunteers and ongoing volunteer skills development.

Other Duties As Assigned: The Programs Manager, Bilingual will work with the Programs Department and overall Pride staff to support other programmatic needs as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- **Language:** Bilingual English/Spanish fluency required.
- **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:** 2+ years of progressively-responsible professional experience in 501(c)(3) nonprofit with a preference in program or volunteer management, youth programs, or affinity programs. Experience supervising direct reports strongly preferred.
- **Preferred Field of Expertise:** Working with LGBTQIA+ youth, LGBTQIA+ Issues and Programming, Intersectional Social Justice Issues & Programming, Volunteer Management, Program Development, People Management, and Coalition Building
- **Coalition Building and Relationship Management:** Experience fostering and engaging with coalition partners and community groups, particularly related to LGBTQIA+ youth.
- **Software Skills:** Preferred: working knowledge of and experience with Contact Management Systems, volunteer management systems, or personnel scheduling systems (with a preference for Better Impact); advanced level skills with Google Workspace, Microsoft Excel, Word, PowerPoint, and the ability to learn other computer software programs.
- **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.
- **Volunteer Coordination:** Demonstrated experience and success in volunteer management, coaching, and training
- **Event Production & Project Management:** Event production and management skills, and/or strong project management skills strongly preferred. 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.

- **Communication:** Excellent written, oral, interpersonal, and presentation skills. Ability to professionally interact with a variety of constituencies including donors, volunteers, staff, visitors, government officials, and the general public.
- **Diversity and Inclusivity:** Experience working with people and communities of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and abilities. Demonstrated understanding of LGBTQ issues, equity, equality, inclusivity, and intersectionality.
- **Background Check:** Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride prior to offer of employment.

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 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; and 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 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. No phone calls, social media messages, or office visits, please.

Applications accepted until Friday, March 8th, 2024

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