



San Diego Pride

Job Description – Community Organizing & Outreach Coordinator

Job Title:	Community Organizing & Outreach Coordinator
Reports to:	Director of Education & Advocacy
FLSA Status:	Exempt
Position Type:	Full Time
SCHEDULE:	Tuesday-Saturday, to include nights & weekends
Compensation:	\$66,560
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 Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is a year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the globe. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over \$3 million to LGBTQ-serving nonprofits since 1996.

ABOUT THE POSITION: Under the supervision of the Director of Education & Advocacy, the Community Organizing & Outreach Coordinator will be responsible for coordinating and integrating field organizing efforts in order to build power in the LGBTQIA+ community locally, nationally, and globally. The Community Organizing & Outreach Coordinator will execute an annual work plan designed to coordinate outreach efforts to drive recruitment and fundraising; build an active base of community advocates who can be mobilized to participate in meetings, rallies, hearings, and delegations; coordinate and integrate field organizing tactics to build and support the organization; promote participation in local, state, and federal campaigns; manage voter education and engagement campaigns to mobilize voters during election cycles; coordinate programs for volunteer leadership development; and build relationships with community organizations, faith leaders, business leaders, donors, and new and diverse communities to advance LGBTQIA+ pride, equality, and respect. This position is nested under the Education & Advocacy department, and will work in regular close collaboration with Programs, Philanthropy, and Marketing & Communications departments.

The anticipated overall breakdown of duties for the year is as follows:

- 45% outreach
- 20% responsive & proactive advocacy
- 10% Vote With Pride support
- 10% volunteer leadership development & action team management
- 5% Pride Power Summit support
- 5% coalition building and Pride program support
- 5% other duties as assigned

Duties Include:

- Outreach:
 - Lead outreach tactics by identifying and recruiting teams of volunteers to staff outreach opportunities, including but not limited to tabling, phone banking, and crowd-canvassing in order to build Pride's list of supporters, volunteers, and donors.
 - Support volunteer-led programs with outreach tactics (eg phone banks for recruitment and fundraising) and training on outreach/organizing tactics (phone banks, tabling, etc)
 - Recruit new volunteers for Pride programs and events
- Vote With Pride:
 - Manage Vote With Pride programs during election cycles, including management of part-time/temporary Field Organizer(s), voter engagement, outreach, and public education, and non-partisan voter turnout.
- Responsive & Proactive Advocacy; Volunteer Leadership Development & Action Team Management:
 - Mobilize Pride supporters for advocacy efforts in accordance with policy & advocacy strategy set by the organization and department
 - Develop leadership and skills of Pride advocacy team volunteers through 1:1 and group meetings
 - Collaborate with relevant community partners to strategically support community efforts
- Pride Power Summit:
 - At the direction of the Director of E&A, provide logistical support for Pride Power Summit
- Coalition Building:
 - Develop and maintain strategic collaborative relationships with fellow organizers in the region
 - Represent Pride at select regional coalitions and community groups (e.g. Engage San Diego)
- Pride Program Support:
 - Provide other organizational and programmatic support as required

REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE

- **Experience:** 1-2 years of campaign-related or community organizing work (volunteer or paid) is preferred. LGBTQ+-specific organizing or campaign work is preferred. Can substitute a combination of education and experience.
- **Education:** A bachelor's degree is preferred but not required. Any combination of experience, education, and training that would provide the required knowledge and abilities is qualifying.
- **Field of Expertise:** Required: LGBTQ+ issues and community. Preferred: Coalition-building, community organizing, voter education, volunteer management, and/or outreach.
- **Diversity and Inclusivity:** Experience working with diverse communities. Demonstrated understanding of LGBTQ issues, equity, equality, inclusivity, and intersectionality.
- **Planning & Organizing:** Time management and organizational skills necessary to manage voter education and engagement campaigns, plan for resources to meet deadlines and goals, and work independently in day-to-day functional needs.
- **Communication:** strong verbal and written communications skills necessary to communicate information 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.

- **Outreach:** Strong interpersonal skills and the ability to communicate articulately and to connect with a variety of populations.
- **Problem Solving and Adaptability:** Ability to identify problems or challenges and quickly adapt to effective and efficient solutions.
- **Reliable Transportation:** this position will require occasional travel around the San Diego area for program events.
- **Software Skills:** Including use of Microsoft Office, Dropbox, Google Drive, and web-based applications. Familiarity with voter databases (e.g. PDI, VAN) preferred but not required.
- **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.
- **Availability: Working regular 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; carry boxes up to 50 pounds; transport and set up outreach equipment. The employee will be regularly required to travel for work functions such as attending off-site meetings or leading neighborhood canvasses.

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.

This posting will close on Friday, March 22, 2024.

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