

Program Coordinator Job Description

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About Seattle Out & Proud (referred to as "Seattle Pride")

Our Mission and Purpose

Create unity, honor diversity, and achieve equal human rights throughout our region and the world.

We coordinate and promote LGBTQIA+ pride events in the Seattle area celebrating the present, envisioning the future, and honoring the past. As a non-profit organization, sponsorship and donations are used to offset expenses required to produce the year-round celebrations.

Seattle Pride is an organization of an Executive Director and staff, an all-volunteer Board of Directors, and contractors outside of the organization for specific initiatives. Seattle Pride is a registered 501(c)(4) nonprofit organization and annually produces such events as the Seattle Pride Parade and Seattle Pride in the Park, as well as the quarterly Seattle Pride Magazine. We also provide grants and sponsorships to queer-serving organizations and initiatives, and work to increase LGBTQIA+ advocacy.

Job Overview

The Program Coordinator helps produce events and programs for Seattle Pride and Seattle Out & Proud Foundation, Seattle Pride's 501(c)(3) nonprofit arm focused on arts and education. They also manage our team of volunteers: engagement strategy, onboarding, scheduling, and training. As Seattle Pride is a small (but mighty) team, our Program Coordinator should thrive with autonomy, enjoy streamlining processes, and be a curious, proactive, and holistic thinker.

Responsibilities

- Develop and operationalize program goals, policies, and practices with Program Manager
- Independently manage small-scale events such as Pride Speaks, our quarterly community conversation series, and other related events

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- Manage volunteer engagement (outreach, training, coordination, communication, etc)
- Outreach to and coordinate with participants (talent, vendors, community orgs, attendees, etc)
- Draft communications, surveys, intakes, and data entry
- Sporadically assist with program marketing and PR (blogs, social media, etc)
- Assist in coalition-building with local organizations and individuals

Requirements

“Experience” comes in many forms which is why items at the top are requirements, and all else can strengthen your application.

Required

- At least one (1) year experience in Project Management: developing project objectives, building timelines, prioritizing deliverables, sourcing vendors, working with partners and/or contractors
- Experience in outreach, training, and leading team members and/or volunteers
- Actively committed to diversity, equity, and inclusion both personally and professionally
- Tech savvy, proficient in Google Workspace and Microsoft Office, ability to learn new software quickly
- Knowledge of the particular needs of the LGBTQIA+ community, especially as it relates to the intersections of multiple demographics and identities.

Bonus

- Event planning and production experience
- Excellent project management, time management, organizational skills, and attention to detail
- Excellent written, verbal, and interpersonal skills
- Self-starter with intrinsic motivation to succeed, improve, learn, and grow
- Demonstrated high ability to excel in a dynamic workplace and navigate ambiguity
- High school diploma or GED equivalent
- Experience with Photoshop/Illustrator, Salesforce, video production/editing

About the Program Coordinator Position

Employment Status

This is a full-time position (1.0 FTE), not eligible for overtime.

Salary & Benefits

- Salary: \$50,000/year
- Health insurance: Employer provided, with employee contribution
- 401(k) Retirement Plan: Traditional (pre-tax) and Roth (post-tax) retirement contributions plus company contribution program
- Flextime Policy: employees have flexibility in scheduling their work day around their current duties/responsibilities within reason, to still meet the organization's needs and accommodate healthy work-life integration
- Hybrid Work Policy: employees can flex in-office and remote work; lead-up to events often increases the need for in-office work (specifically, April - June)
- Unlimited PTO Policy: employees may take as much free time as they want as long as it does not interfere with their ability to complete their work

Reporting Structure

The Program Coordinator reports directly to the Program Manager. They may occasionally be tasked with time-limited projects by other teammates to support the ongoing functions of the organization.

Office Environment

This position can largely be done remotely, although the need for more frequent in-office work typically cycles along with the events calendar; more in-office time in the lead-up to events (typically April - June).

Street parking (roughly \$0.50/hour, not paid for by Seattle Pride) is often available immediately around the building, which is located on 1st Ave and James St. in Pioneer Square. The Pioneer Square Light Rail station is two blocks away, as is access to the WSDOT ferry system and West Seattle passenger ferry. Our office is on the 3rd floor of a coworking space and is wheelchair accessible.

Statement on Equal Employment Opportunity

Seattle Out & Proud (“Seattle Pride”) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.