



## Program & Special Projects Coordinator– Job Description

The Program & Special Projects Coordinator is a crucial member of the Pride Center staff. The Program & Special Projects Coordinator reports to the Executive Director to support the success and growth of all programs (which include Vintage Pride, Center Youth, Family Pride, Women’s Pride, Men’s Pride, Trans\* Pride, and Center Arts), special projects (i.e. program projects and special programmatic events), and other duties as needed. This position requires a firm understanding and commitment to social justice, community building and engagement skills, and ability to thrive in a team environment.

### Duties and Responsibilities:

- Observe and abide by all HIPAA and HIV confidentiality laws
- Incorporate and encourage strengths-based and trauma-informed approaches in all components of Pride Center programming
- Assist in the coordination of volunteers for regularly scheduled programs, and special events (i.e. Capital Pride and programmatic events);
- Coordinate special projects and collaborative agency programs (including the HIV Program, Street Outreach Program, and THRIVE);
  - Coordinate HIV testing client intake process including HIV risk assessment, provide rapid HIV testing, counseling, and complete monthly reporting for HIV program;
  - Provide support to St. Anne’s Institute Program Director to ensure the continued success of the Street Outreach Program, Case Management, Emergency Crisis Intervention/Referral Resources, and the Youth Drop-In Space(s);
  - Support THRIVE by performing outreach, referrals to program, and regular communication with the collaborating agency Jewish Family Services;
- Serve as Center Programs participant connection, helping clients/community members get connected with other Center Programs, area resources, and/or questions they may have;
- Serve as point person on one or more specified Center Programs Advisory Committees (may include Women’s Pride, Men’s Pride, Vintage Pride, and/or other committees as necessary);
- Serve as a staff representative for Center Programs groups at least once per month/per group to see what support and guidance facilitators and/or participants may need;
- Coordinate securing space for Center Programs and special events locations (i.e. booking event/group spaces whether in the Pride Center’s building or elsewhere);
- Coordinate the building usage including processing building rentals, signage and attendance, and being a point person for community groups that utilize our space (anonymous groups, etc.);
- Coordinate planning and support in the implementation of Programmatic Special Events (including Alternative Prom, Frostbite Ball, GSA Network Meet-Ups, Youth In Power: Summer Leadership Camp, Capital PRIDE Program Events like Vintage Pride Cruise, etc.);
- Assist in the creation and upkeep of the Center Programs calendar, the Pride Center’s website calendar, and internal Center Programs communications;
- Assist in the logistics of Capital Pride, including helping facilitate and organize planning committee meetings, and creating related materials for programmatic special events during that time;
- Utilize social media outlets and create Center Programs outreach materials (flyers, etc.);

- Conduct outreach to target areas within the Pride Center’s catchment area to promote programs and events;
- Coordinate the collection demographic data; ensure accurate and timely grant reporting;
- Coordinate program and special projects evaluation by analyzing data collected from program and special event feedback forms and surveys in order to improve quality and accuracy of programs; report outcomes to Executive Director;
- Provide support and staff community events and programs as necessary; and
- Regular Pride Center duties as assigned.

Expectations:

- Work in a detail-oriented, strategic and organized manner;
- Perform as a team player, working with other Pride Center staff, and others, as needed;
- Understand and support the mission, goals and objectives of the Pride Center;
- Demonstrate an active commitment to issues of diversity, inclusion and advocacy including but not limited to, race, class, ability, age, sexual orientation and gender identity;
- Uphold a firm understanding of LGBTQ experiences and identities across the life span;
- Communicate in a professional and organized manner with staff, donors, and the community;
- Active commitment to issues of diversity, inclusion and advocacy including but not limited to race, class, ability, age and sexual orientation and gender identity;
- Some nights and weekends required;
- Driver’s license or access to reliable transportation required;
- Must be 21 years or older.

Benefits:

- This is a full time position (40 hours/week);
- Includes optional health, vision, and dental insurance at a small cost to the employee (after successful completion of 30-day probationary period);
- Paid vacation, personal, sick, and floating holidays in accordance to full time position rates.

To Apply:

- Please include a cover letter, resume with relevant work experience, 3 professional references, and salary requirements to our Executive Director, Martha Harvey at [mharvey@capitalpridecenter.org](mailto:mharvey@capitalpridecenter.org)
- Incomplete applications will not be read.