

Office of LGBTQ Services

## Programming & Community Outreach Pride Coordinator

### POSITION ANNOUNCEMENT

*The Program & Community Outreach Pride Coordinator serves as a liaison to student organizations and community groups and assists with the events sponsored by the Office. The Pride Coordinator creates materials, organizes programs, informs groups of services and events, and organizes strategies to conduct outreach to various communities affiliated with the Dickinson community. The Program & Community Outreach Pride Coordinator will assist the Programming and Events Pride Coordinator as needed.*

#### Job Responsibilities:

- Serve as the liaison to student organizations and community groups, inclusive of Spectrum and various Offices/Center's across the College community.
- Serve as the liaison to student organizations and community groups who primarily serve people of color, fraternity and sorority life, spiritual/religious life, as well as the athletics community.
- If possible, attend meetings of the aforementioned groups/organizations and/or subscribe to their listservs.
- Communicate with student groups to provide updates, advertise events, assist in identifying resource needs, etc.
- Organize strategies for advertising Office resources and services, including development of brochures, posters, flyers, etc.
- Distribute advertising information, inclusive, but not limited to, sending email and listserv notices to advertise programs and events, hanging fliers across campus, and posting events on Facebook;
- Assist Office staff with updates to weekly, monthly, semester and annual calendars of campus and community events;
- Assist Programming and Events Intern with publicity as needed.
- Assist Office staff in providing outreach to College campuses and LGBTQ groups surrounding Dickinson.
- Communicate and collaborate with other Pride Coordinators to execute projects and fulfill responsibilities.
- Attend regularly scheduled meetings, such as one-on-ones with Director, staff meetings, professional development in-services, Office events, etc.
- Write and/or co-author at least one article for the Office Newsletter, per semester.
- As a member of the staff of the Office of LGBTQ Services, assist with general office support, such as answering phone calls, replying to emails, greeting visitors in a positive and professional manner.
- Other similar duties as assigned.

#### Qualifications:

- Must have a minimum GPA of **3.0** and be in good social standing with the College.
- Must be in good academic standing for the term prior to selection and during entire period of employment.
- **Must be available to attend bi-weekly staff meetings and bi-weekly individual one-on-ones with Director**
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chicana/o, Hispanic, Latina/o, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

#### Hours:

5 hours/week maximum

#### Compensation:

Work-study