

Office of LGBTQ Services
News and Digital Resources Pride Coordinator
POSITION ANNOUNCEMENT

The News and Digital Resources Pride Coordinator assists Office staff with maintenance of general Office operations. The Coordinator creates and maintains the Office Newsletter sent two times each semester, updates Google Calendar entries, submits Compass Announcements, facilitates staff appreciation & recognition processes, organizes distribution of flyers/posters, and provides general support for Office projects.

Job Responsibilities:

- Create and design the NEW Office Newsletter which will be published digitally two times per semester.
- Take primary responsibility for updating the master Google calendar for the Office.
- Work in collaboration with the Director to maintain Office operations related to Information Technologies, Facebook, Twitter, YouTube, and other social media outlets.
- Manage all aspects of the Office listservs, inclusive of updating lists and revising old members.
- Take primary responsibility for distributing brochures, flyers, posters and other advertising materials related to Office events and programs, including the coordination of other Pride Coordinator support.
- Assist Landis House Program Assistant with distribution and follow up of Pride Coordinator campus posting responsibilities.
- Assist Office staff with preparing and organizing paperwork, forms, applications, records, etc. related to programs and projects.
- Organize and design displays for billboards, display cases, etc.
- Design and coordinate staff-recognition and appreciation projects, including tracking and updating birthday databases.
- 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.
- 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.
- Preferred knowledge of Microsoft Excel, Access, Publisher and Google
- **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