

Office of LGBTQ Services  
**Programming & Events Pride Coordinator**  
**POSITION ANNOUNCEMENT**

*The Programming & Events Pride Coordinator assists Office staff in planning and presenting programs and events for LGBTQA communities. The Coordinator creates advertising materials, organizes programs, assists with logistical details for planning Office events, seeks co-sponsors, and provides other general support in planning programs and events for LGBTQA communities at Dickinson.*

**Job Responsibilities:**

- Assist Office staff with logistical details for programs and events, including:
  - Alumni Weekend
  - Homecoming and Family Weekend/Pride Reception
  - Bisexual Awareness Day
  - LGBTQ History Month
  - National Coming Out Day/Week Events
  - Transgender Day of Remembrance
  - Pride Week Events
  - The Day of Silence
  - Lavender Graduation
  - Other programs as they arise
- Take primary responsibility for developing advertising materials, including creation of flyers, handouts, posters, 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.
- Support events and programs by operating video-cameras, digital cameras, recording devices, etc. and digital editing including the reservation of media equipment and facilitating the creation of digital media.
- Work in collaboration with Office staff to prepare welcome packets and thank you notes for contributors.
- Write and/or co-author at least one article for the Office Newsletter, per semester.
- 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 Photoshop and other design software.
- **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