**JOB TITLE:** Events Coordinator

**PROGRAM:** San Mateo County LGBTQ+ Pride Center

**STATUS:** Part Time, 10 hours per week, flexibility required, some evenings and weekends

**SALARY/WAGE:** $20/hour

**REPORTS TO:** Program Director

**PROGRAM DESCRIPTION:** The **San Mateo County Pride Center** is the first of its kind in the county and works to provide intensive support services to individuals and families in the LGBTQ+ community. The Pride Center is a program of StarVista, in partnership with Peninsula Family Service, Outlet of Adolescent Counseling Services, Daly City Partnership, and San Mateo County Behavioral Health and Recovery Services. The program provides a broad range of services with three main components: 1) Clinical (individual, group, relationship, and family counseling, peer support groups, case management); 2) Social/Community (events, gathering space, education, trainings); and 3) a Resource Center (library, referrals, free store, computer lab).

**POSITION PURPOSE AND OBJECTIVES:**

The Pride Center is looking for a passionate and experienced Event Coordinator to start right away. The Events Coordinator has the exciting opportunity to plan and implement a variety of social, cultural, educational, and fundraising events for the Pride Center such as our Adult Prom, Intergenerational Dinners, Transgender Day of Visibility, Pride celebrations, community meetings and educational workshops. They are tasked with the logistical planning, outreach and execution of events for our diverse and expansive county to bring together LGBTQ+ community, reduce stigma, improve access to services, and promote wellbeing. They will work with staff, partners, and community stakeholders to deepen the Pride Center’s collaborative efforts.

**GENERAL DUTIES:**

* Work closely with Pride Center staff to determine need and scope of events.
* Coordinate logistics before during and after events including venues, vendors, food, program, schedule, audio-visual aids, décor, RSVPs, set up and clean up.
* Work closely with the Community Outreach Coordinator on event promotion including creation of marketing materials, social media engagement, and conducting community outreach with plans to increase access for historically marginalized LGBTQ+ communities including folks who are youth, older adults, transgender, non-binary, gender nonconforming, people of color, disabled, low-income, living with HIV, and struggling with mental health and substance abuse.
* Maintain a database local media sources and contacts and support in writing press releases for major events.
* Support with volunteer coordination for ongoing events such as crafternoon, movie night, and book club.
* Support community led social, educational and wellness events as needed.
* Collaborate with staff and community partners on major community events such as the Pride Celebration and Transgender Day of Remembrance& Resilience.
* Support relationship building between the Pride Center and local LGBTQ+ groups, community based organizations, behavior health providers, schools, faith-based groups, government and businesses.
* Utilize and contribute to a database of meaningful outreach contacts.
* Build and adhere to event budgets.
* Track event impact and identify items to work on for future events.
* Participate in staff meetings, trainings, and retreats as needed.
* Perform other duties as needed.

**QUALIFICATIONS:**

* Demonstrated experience with event planning required. Experience coordinating small and large-scale events.
* Lived or work experience with LGBTQ+ communities and knowledge of LGBTQ+ community, history, and experience as well as an understanding of issues impacting the LGBTQ+ community including the high rate of mental health challenges, stigma, and substance abuse.
* Ability to work in a multidisciplinary, multiracial, multicultural, multi-gendered, and intergenerational environment.
* Strong commitment to social, racial and economic justice.
* Ability to work both independently and collaboratively.
* Strong organization and attention to detail.
* Strong communication skills.
* Familiarity with San Mateo County and Bay Area community resources, services, and organizations is a plus.
* Bi-lingual in Spanish, Tagalog, Chinese (Mandarin, Cantonese), and/or Tongan highly preferred.
* Experience working with historically marginalized populations is preferred including clients and communities who are transgender, non-binary and gender expansive, low-income, people of color, youth, older adults, disabled, immigrants, have a history of trauma, mental health challenges, substance abuse, living with HIV, system-engaged, and without or marginally-housed.
* Willingness to travel throughout San Mateo County (mileage reimbursement is provided).
* Valid CA Driver’s license, working car, proof of auto insurance and ability to pass fingerprint and TB clearance is required.

BI-LINGUAL AND/OR BI-CULTURAL PREFERRED

**TO APPLY**:

Please email a Cover letter and Resume to Lisa Putkey, Program Director at [pridecareers@star-vista.org](mailto:pridecareers@star-vista.org). Please put “Events Coordinator” and Your Name in the subject line (ie: “Event Coordinator- Sylvia Rivera”). Position open until filled.

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**Pride Center Mission Statement:** The Mission of the San Mateo County Pride Center is to create a welcoming, safe, inclusive, and affirming community climate that fosters personal growth, health, and opportunities to thrive for individuals of all ages, sexual orientations, and gender identities through education, counseling, advocacy, and support.

**Pride Center Vision Statement:** The vision of San Mateo County Pride Center is to create an innovative, respectful, and equitable community of all ages, ethnicities, cultures, sexual orientations, and gender identities that supports complete inclusion, is free of discrimination, strives for knowledge, challenges barriers, and seeks to empower agents of social change.

More information about the Pride Center can be found at [**www.sanmateopride.org**](http://www.sanmateopride.org).

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**StarVista** is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship, and communication issues. More information about the agency and its programs can be found at [**www.star-vista.org**](http://www.star-vista.org).