



**JOB TITLE:** LGBTQ+ Event Planner (Temp Position)  
**PROGRAM:** San Mateo County LGBTQ+ Pride Center  
**STATUS:** Temporary Position, 10-20 hours per week, flexibility required, some evenings and Saturday, September 14th  
**SALARY/WAGE:** DOE  
**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:**

On Saturday, September 14, 2019, the San Mateo County Pride Center will host, Somewhere over the Rainbow—A Peninsula MasQueerade, the first ever LGBTQ Adult Prom in the Peninsula! It will be a night of dancing and joyous celebration for 150-200 people in support of local LGBTQ community. It came about from community requests to reclaim the prom experience for people who didn't have the chance to be their authentic selves in the past. The Pride Center is looking for a temporary event planner to support a staff and volunteer organizing committee to plan and coordinate this historic event. The venue and catering is already secured with Three Craft Kitchen and Bar in San Mateo. The Event Planner is tasked with the logistical planning, outreach and execution of an event that is inclusive for our culturally diverse LGBTQ+ community. There may be opportunities for longer term, part-time employment if there is interest.

Event webpage: <https://sanmateopride.org/masqueerade-prom>

### **GENERAL DUTIES:**

- Work closely with Pride Center staff, partners, and community volunteers in the planning committee
- Coordinate event logistics including
- Coordinate logistics before during and after event including program, schedule, vendors, entertainment, audio-visual aids, décor, sponsor recognition, prize drawing, security, RSVPs, and volunteer coordination
- Work closely with the Community Outreach Coordinator on event promotion including creation of marketing materials, social media engagement, and conducting community outreach
- Utilize and contribute to a database of meaningful outreach contacts.
- Support relationship building between the Pride Center and local LGBTQ+ groups, community based organizations, behavior health providers, schools, faith-based groups, government and businesses.
- Maintain a database local media sources to contact for event announcements and coverage.
- Participate in staff and community meetings as needed.
- Perform other duties as needed.

### **QUALIFICATIONS:**

- Demonstrated experience with event planning required. Experience coordinating large-scale events.

- Lived or work experience with LGBTQ+ communities.
- 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 preferred.
- Bi-Cultural and/or Bi-lingual 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.

**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 "LGBTQ+ Event Planner" and Your Name in the subject line (for example: "LGBTQ+ Event Planner - 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).