



Programs Director

CoastPride is seeking a Programs Director to coordinate implementation of all CoastPride programs. This position reports to the Executive Director and works with staff, community partners, and volunteers to meet the organization's goals for Health and Wellness, Education and Visibility, and Social Justice programs and projects. These programs and projects serve the LGBTQ+ community from Pescadero to Pacifica with the mission of creating a coastside that supports and celebrates people of all sexual orientations and gender identities.

RESPONSIBILITIES

- Oversee all of the programming at CoastPride
- Coordinate with staff, community partners, and volunteers to plan and implement programs including: support groups, counseling, Pride events, trainings, policy development, Gender and Sexuality Alliance Club support, scholarships, and the multifaith partnership
- Manage contracts with partner organizations
- Manage the programs budget
- Work closely with other CoastPride staff to maximize opportunities for cross-collaboration between all of CoastPride's programs
- Co-facilitate Attraction, Gender Identity, and Gender Expression Trainings with staff and volunteers
- Manage the CoastPride Center, including scheduling use of the Center spaces, being onsite for support during events and activities, addressing maintenance issues, and keeping supplies stocked
- Receive community inquiries and provide warm hand-offs and referrals
- Build and nurture ongoing relationships and partnerships with local nonprofits, schools, faith groups, government agencies, and other community groups
- Perform outreach to promote and educate the community on CoastPride programming
- Onboard and coordinate with volunteers supporting CoastPride programs and other events (such as fundraising events)
- Implement Board-approved policies and suggest new policies and processes to the Executive Director

- Strategize and coordinate with the CoastPride team to create and expand programming based on community needs
- Collaborate with the Executive Director to perform community needs assessments

MINIMUM REQUIREMENTS

- Bachelor's Degree and two or more years of relevant direct experience
- Education and experience working with the LGBTQ+ community
- Strong community engagement skills, including sensitivity to working with marginalized groups
- Proven track record in building and maintaining effective working relationships with a range of stakeholders such as LGBTQ+ people, allies, nonprofits, schools, government agencies, and faith organizations
- The ability to plan, implement, deliver, and evaluate community support programs
- Strong written and verbal communication skills, and ability to be concise and persuasive
- Experience in social media as an outreach tool, including engagement, building content, profiling key features, calendaring of posts, and increasing overall exposure
- Medium/Advanced computer skills, including experience with Google Suite, Zoom, and an ability to learn new databases.
- Strong creativity, out of the box thinking, and overall analysis and problem solving skills
- Exceptional customer service skills and attention to detail and followup
- Ability to learn and uphold compliance with legal, financial, and CoastPride policies
- Must clear a federal background check (paid for by CoastPride).
- Must complete four hours of mandated reporter training in accordance with CoastPride Policies

PREFERRED SKILLS AND EXPERIENCE

- Experience working with Spanish-speaking, BIPOC, disabled, older adult, and refugee communities
- Bilingual - Spanish and English

COMPENSATION AND BENEFITS

- This is a full time, exempt position
- Starting salary \$80,000 - \$100,000, depending on experience
- Benefits
 - Medical, dental, vision
 - Paid Holidays

- Work cell phone provided, plus \$50 stipend per month for service for that phone line plus benefits.
- Work laptop provided
- Professional development time as approved by supervisor

LOCATION

The Programs Director will be expected to work in person 5 days per week from the CoastPride Center, which is located at 711 Main Street, Half Moon Bay, CA, 94019. The CoastPride Center is wheelchair accessible and has an accessible, gender neutral bathroom.

HOURS

40 hours per week. CoastPride employees are generally expected to work between the hours of 10 am and 6 pm, although these hours can be modified, with the permission of the employee's supervisor, based on organization and personnel needs.

OTHER DUTIES

Please note this job description is not designed to serve as a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Duties, responsibilities, and activities may change at any time, with or without notice.

To apply, please send your cover letter and resume to contact@coastpride.org.

This position is open until filled.

CoastPride is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender, genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people.