



# Twin Cities Pride

a minnesota nonprofit corporation

Job Title: Community Events Coordinator	Reports To: Community Outreach Manager
Department: External Relations	
Revision Date: July 2011	

## Position Overview

The Community Events Coordinator is responsible for coordination of community events and fulfillment of outreach needs of the Community Outreach Department.

## Duties & Responsibilities

- Seek out appropriate events to endorse or partner
- Handle requests from community organizations to host events in connection with Twin Cities Pride
- Serve as a liaison with Directors and Coordinators as necessary and appropriate to arrange logistics for Pride-Endorsed and Pride-Partnered events
- Work with the Community Outreach Manager to develop a comprehensive timeline for affiliated events
- Collaborative responsibility with the Community Outreach Manager
  - To ensure that affiliated events encompass the diverse elements of the GLBT community to the maximum extent possible
  - To ensure affiliated event compliance with the Community Event Protocol
  - To compile a community calendar of events for publication, website and Pride Guide™ submission
- Other related duties as assigned by the Community Outreach Manager

## Requirements

- Ability to represent Twin Cities Pride in a professional manner, modeling organizational values
- Awareness of and connection with GLBT Community and Events
- Community and customer service mindset
- High level of detail orientation
- Ability to prioritize and complete tasks in a fast-paced environment
- Ability to follow instructions
- Ability to work as part of a team
- Computer knowledge
- Excellent written, oral, and interpersonal skills
- Ability to think creatively and solve problems effectively

NOTE: This job description is not intended to be all-inclusive. Incumbent may perform other related duties as determined to meet the ongoing needs of the organization.

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It is the mission of Twin Cities Pride to commemorate and celebrate our diverse heritage, inspire the achievement of equality and challenge discrimination.