



Twin Cities Pride

a minnesota nonprofit corporation

Job Title: Community Outreach Manager	Reports To: Executive Director
Department: External Relations	
Revision Date: January 2011	

Position Overview

The Community Outreach Manager shall serve with the Executive Director as the point of contact for activities of Twin Cities Pride related to other GLBTA serving organizations.

Duties & Responsibilities

- Build bridges with all parts of the Gay, Lesbian, Bisexual, and Transgender community and its allies
- Ensure the Community Outreach Division furthers Twin Cities Pride's Mission Statement
- Advise the Executive Director and Board of Directors on community issues and recommend action on those issues to ensure the maximum amount of participation from the GLBT community's diverse elements
- Develop relationships with community organizations that represent the diversity of the GLBT and greater Twin Cities communities, expanding their presence and participation in the Pride Festival and other Corporate activities throughout the region
- Coordinate with community organizations to compile a community calendar of events for publication, web site, and Pride Guide™ submission
- Propose and submit event policies to the Executive Director for approval
- Other related duties as requested by the Executive Director

Requirements

- Community Relations/Outreach experience
- Supervisory experience
- Ability to represent Twin Cities Pride in a professional manner, modeling organizational values
- 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 negotiated 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.