



Title: Community Empowerment Coordinator

Organization: Pride Center San Antonio, Inc.

Reports to: Executive Director

Location: San Antonio, TX

Hours: 32 hour work week will be determined at time of hire, based on business need, to fall within the hours of Monday – Friday 12:00 PM - 8:00 PM and Saturday 10:00 AM - 2:00 PM; some evenings and weekends. Non-exempt.

Compensation: Salary range \$15/hr - \$18/hr. Final salary commensurate with experience.

ABOUT THE POSITION:

The Center – Pride Center San Antonio is seeking a Community Empowerment Coordinator “CEC”. The CEC will have a significant role in the organization’s program success. Will work closely with the Community Program Health Manager, Executive Director, Board of Directors, and other key staff to ensure that the strategy is in line with our priorities including program effectiveness, cohesiveness, and The Center’s overall growth plans. The CEC will play a key role in The Center’s day-to-day operations. The CEC is responsible for supporting Pride Center objectives by coordinating community involvement and service-learning events and projects; acting as a liaison between staff, volunteers, board members, and the larger community.

PRIMARY RESPONSIBILITIES:

- Provide a welcoming and supportive environment to all drop-ins, phone/email inquiries, as well as other agencies and community partners/members.
- Respond to basic inquiries about Center communications and events. Refer other communications to the appropriate staff person.
- Works in partnership with other key staff members, programs, and events.
- Assists in executing and supporting effective programs to include activities, discussions, peer support groups, programs and special events applicable to The Center’s mission
- Performs general administrative tasks to support programs
- Maintains administrative records including but not limited to: registration forms, authorization forms, attendance, list of contacts, calendars, planning documents, email correspondence, and other documents for Center records and grant management
- Assists with the coordination and management of The Center’s volunteer program. Work with Volunteers on special projects to help utilize their skills and service.

CANDIDATE SKILL PROFILE/REQUIREMENTS:

The ideal candidate will possess a combination of the following experience and characteristics:



- A commitment to diversity, inclusivity, equity, and an anti-racist workplace. The ability to interact professionally with dedicated Board and staff members who have diverse backgrounds, professional skills, and perspectives.
- Demonstrated commitment to full equality, inclusion, dignity and respect of LGBTQ+ people.
- Bachelor's Degree preferred. Relevant experience combined with passion will be considered in lieu of formal education.
- A strategic thinker with a relentless focus on improving systems, coordinating efforts, using data to drive decision making, and an unwavering commitment to reaching goals.
- Proven ability for bringing together all stakeholders within an organization to work together toward a shared vision and goals.
- Exceptional written and oral communication skills.
- Strong analytical and organizational skills.
- Excellent interpersonal skills including the ability to work successfully with diverse audiences, i.e. staff, board members, volunteers, donors, and vendors.
- Previous experience using databases like Every Action, NGP/VAN, Raiser's Edge, Salesforce, or similar platforms is strongly preferred.
- Previous experience with a nonprofit 501(c)3 organization.

The Center – Pride Center San Antonio values the leadership of Black, Indigenous, people of color and LGBTQ+ individuals, and strongly encourages people of all traditionally underrepresented identities to apply. No applicant will be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. The Center is committed to the full inclusion of all qualified individuals. As part of this commitment, The Center will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hiring@pridecentersa.org.