



# Vancouver Pride Society

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## Volunteer Coordinator

### About Us

The Vancouver Pride Society (VPS) produces the annual Vancouver Pride Parade and Sunset Beach Festival, in addition to eight other annual events. VPS strives to produce inclusive, celebratory events, and advocate for LGBTQAI2S+ communities through an intersectional lens.

### Position

The Volunteer Coordinator is a full-time support role, intended to manage and coordinate our event and office volunteers for the 2019 Pride Season. The successful candidate will be responsible for:

- ★ Recruiting volunteers for the 2019 Pride Season through new and existing channels
- ★ Creating detailed volunteer management plans for each event across the 2019 Pride Season
- ★ Being the primary point of contact for event and office volunteers day to day and on event sites
- ★ Coordinating committees/working groups that may consist of volunteers, staff, and community members
- ★ Booking venue space, creating content and facilitating volunteer training sessions
- ★ Ordering and managing distribution of volunteer supplies
- ★ Ensuring the wellbeing of all volunteers while on event site or in our office
- ★ Planning and implementing volunteer recognition programs after the delivery of our 2019 Pride Season

### Core Competencies

- ★ Experience coordinating and facilitating volunteer-based committees and training sessions
- ★ Experience managing large groups of volunteers (100+) or large staff teams
- ★ Experience with Google Drive and G Suite
- ★ Experience with volunteer management software is an asset (VPS uses Better Impact)
- ★ Strong organizational and multitasking skills
- ★ Strong interpersonal skills and ability to connect with and motivate volunteers
- ★ Familiarity with LGBTQAI2+ communities and associated terminology
- ★ Flexibility to work weekends and evenings as required



### Assets

- ★ Educational background in Event Management, Tourism, Event Planning, Hospitality or Public Relations
- ★ Valid BC Driver's License

### Compensation

Compensation is \$19.00/hour. This position is 40 hours a week, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events. This position runs from May 6, 2019 to August 17, 2019.

### Diversity

Vancouver Pride Society is committed to seeking and sustaining a diverse and inclusive organization and as such, encourages those with diverse backgrounds, abilities, genders, sexual orientations and ethnicities to apply.

### Application

To apply, please submit a cover letter and resume in a single PDF document to [jobs@vancouverpride.ca](mailto:jobs@vancouverpride.ca). Cover letters submitted in the body of an e-mail will not be accepted. Please include "Volunteer Coordinator" in the subject line.

The deadline for applications is April 5, 2019.