**Diversity Richmond Program Coordinator Job Posting**

**Diversity Richmond Mission:** To the lesbian, gay, bisexual, transgender community, their families, friends and allies, Diversity Richmond is a catalyst, a voice, a place and a resource that enriches and champions our diverse community, because we aspire for a vibrant inclusive Richmond where inequality does not exist.

**Summary/Objective** The Program Coordinator serves as a resource for Central Virginia’s LGBTQ+ members and communities and works collaboratively with community partners and board committees to support the mission of Diversity Richmond. This position coordinates our inclusion and racial equity programs such as our annual Black History/Pride events, Hispanic Heritage Month and VA Pride. They provide programming, training, outreach and education in the Greater Richmond area; assists community members and staff who access the services of Diversity Richmond; coordinates outreach programming and help to connect people with resources and referrals. Maintains donor data base.

**Essential Qualifications**

A minimum of three years nonprofit experience;

Knowledge of issues as related to LGBTQ+ people including, but not limited to, gender identity, sexual orientation, and the intersections of other identities;

Thorough knowledge of racial equity issues especially within the LGBTQ community;

Ability to juggle different projects simultaneously, with accuracy, follow-through, and timely completion;

Excellent communication skills to express ideas clearly and concisely both verbally and in writing;

Ability to recognize and protect confidential information in handling sensitive situations;

Ability to take initiative, problem solve and work independently with good judgment about seeking direction;

Ability to work some evenings and weekends outside of regular business hours as needed;

Bachelor’s degree required and experience in LGBTQ advocacy.

**Position Type/Expected Hours of Work:** Full time.

**Compensation:** Competitive salary, health insurance, paid vacation.

**Application Process** Please submit resume and cover letter to [Bill.Harrison@DiversityRichmond.org](mailto:Bill.Harrison@DiversityRichmond.org) by September 1, 2019 No phone calls, please. Email confirmation of receipt will follow. Diversity Richmond is an equal opportunity employer.