



Pride Winnipeg Festival

Volunteer Title:	Community Relations Coordinator	Position Class:	Coordinator
Division:	Stakeholder Relations	Department	Community Relations
Reports To:	Vice President, Community Relations	Term:	N/A

Volunteer Job Description

Position Summary & Job Purpose:

The Community Relations Coordinator assists the Vice-President, Stakeholder Relations for being the point of contact between Pride Winnipeg and the Winnipeg and Manitoba LGBTTQ* community, leading advocacy efforts for the organization and assisting with Pride developments throughout Manitoba.

Duties & Responsibilities:

Division / Department Duties:

- Assists with coordinating contact between the organization and local community groups and other Manitoba Pride organizations.
- Assists on advocacy issues.
- Helps ensure the organization has a presence at all major community events and functions, and.
- Assists with representing the organization at community events and functions.
- Assists in coordinating community consultations for various issues and initiatives.

Organizational Development & Process Improvement:

- Actively participates in committees and special projects as assigned by the Vice-President, Stakeholder Relations, or Board of Directors.
- Advises the Board of Directors on advocacy issues.

Financial Management:

- Ensures that all resources (time and supplies) are used in the most efficient ways possible, to support department objectives.
- The Volunteer Coordinator holds no financial authority.

Qualifications:

Education:

- Degree or Diploma in Communication and/or Public Relations is considered an asset, but not required.

Professional:

- Experience in conflict resolution is an asset.
- Established relationships with community stakeholders is an asset.

Personal:

- Friendly, dynamic, and outgoing demeanor and professional presentation.
- Excellent organizational and communication skills.
- Ability to work well with others.