

POSITION AVAILABLE

Position Title: Coordinator of Public Affairs & Community Organizing

Application Closing Date: May 15, 2009, or when filled

Job Wages: \$35,000 annually

Position Start Date: When filled

Benefits: Paid holidays, paid vacation and sick leave, group medical, dental, chiropractic and/or vision insurance.

Job Hours: Full-time, 40 hours per week, exempt, frequent evenings and occasional weekends required.

Job Description: The **Coordinator of Public Affairs & Community Organizing** is responsible for facilitating community organizing in San Diego, providing relevant legislative analysis, developing community educational programs regarding policy issues of concern to the LGBT community, participating in educating elected officials and the San Diego general public on relevant issues of concern, collaborating with diverse organizations and communities, providing voter registration and education, and fostering good government relations. This position is responsible for ensuring that the public policy activities of the organization are carried out in accordance with all policies of the agency and professional standards of excellence, and in compliance with state and federal laws.

Qualifications: The requirements listed below are representative of the knowledge, skill and ability desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

1. Education and Experience: Minimum requirements include the following: (1) a bachelor's degree in a policy or political science field or commensurate work experience; (2) three years experience participating in a public affairs/human rights program; (3) knowledge of LGBT human/civil rights priorities; and (4) prior experience with grassroots/local organizing and collaborating. Preferred qualifications include prior experience managing a large volunteer base and prior experience in outreaching/collaborating with diverse human rights organizations including communities of color.

2. Computer/Office Equipment Skills: Must be familiar with MS Office (Word, Excel, Access and PowerPoint).

3. Other Special Skills: Ability to manage multiple priorities with overlapping and competing deadlines is required. Strong organizational skills are required. A proven record of leadership and achievement is strongly preferred. Ability to manage and motivate a large volunteer base is strongly preferred.

4. Language Skills: Fluency in spoken and written English and ability to proofread one's own work are required. ***Additional fluency in Spanish is strongly preferred.***

*To apply send your cover letter
and resume to:*

Dr. Delores Jacobs, Chief Executive Officer
The San Diego LGBT Community Center
P.O. Box 3357, San Diego, CA 92163-1357
djacobs@thecentersd.org

*Please note: We are unable to accept phone inquiries for this position opening.
The San Diego LGBT Community Center is an Equal Opportunity Employer.*

Serving the lesbian, gay, bisexual & transgender community of San Diego County since 1973.

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San Diego Pride, and United Way of San Diego County