



Pride Community Center of North Central Florida

Position Description – Education Events Coordinator

Position Title: Education Events Coordinator

Time Commitment: 2 hours per week

Responsible to: PCCNCF Co-Presidents

Purpose: The role of the Education Events Coordinator is to schedule, promote, and recruit educational events for the LGBTQ community. This includes collaboration with the Media Coordinator for all promotional needs of the event and determining sponsorship eligibility for the event by PCCNCF. The Education Events Coordinator is the primary contact for all incoming educational event requests and is responsible for recruiting new educational events for PCCNCF.

Key Responsibilities:

Scheduling

- Replying to emails or requests to setup an educational event
- Updating the room and online calendars to reflect newly scheduled events
- Determining if the client will be needing the center outside normal hours and thus require a key and/or alarm code
- Ensure the needs of the event are met, such as chairs, tables, etc.
- Ensure that the event has the required room scheduling forms completed

Promotion

- Determine if the event possibly qualifies for sponsorship by PCCNCF due to it being relevant to the LGBTQ community and work with the Board and Media Coordinator for specifics
- Assess if the event needs additional promotional help by PCCNCF

Recruitment

- Initiate future educational events by recruiting groups and organizations to put on seminars or workshops for the LGBTQ community
- Establish contacts within local groups and organizations for event recruitment

Qualifications: Basic knowledge of computer and data entry. Pleasant manner, patience, problem solving ability, dependability.

Support: Training for this position will be provided. In addition, the Co-Presidents will be available for questions and assistance.

Start Date: ASAP

To apply: Email resume pccncf@pccncf.org