

Social Justice & Equity Centers Position Description

POSITION: Pride Center Program Coordinator

APPOINTMENT: 20 Hours per week, including occasional nights and weekends. Hybrid Model with remote and in-person work required
This is a 2 year grant funded position.

SALARY RANGE: \$22.00 per hour

TO APPLY: Email your Cover Letter and Resume in PDF form to sjec@bmcc.cuny.edu
All documents are required to be considered for the position.

Application is open until the position is filled.

OVERVIEW ON THE SOCIAL JUSTICE & EQUITY CENTERS:

The Social Justice & Equity Centers (SJEC/The Centers) is a new umbrella entity housing the already established Women's Resource Center (WRC), along with the new MultiCultural Center (MCC), Pride Center (PC), and Social Justice Programs (SJP). The SJEC will use inter-community (for) and intra-community (about) programming models resulting in the overall communal advancement of BMCC. The Centers will provide space for and about Black, Indigenous and students of color (BIPOC), women, queer, undocumented, and marginalized students, while also educating the BMCC community with agent identities on allyship, diversity, power and privilege. The Centers will work with other areas of the college to coordinate and consolidate related programming & services (when possible).

POSITION PURPOSE: The Social Justice and Equity Centers Pride Center Program Coordinator will support and lead administrative and programming responsibilities for The Pride Center. They will assist and lead events, programs, workshops, and services for the PC, while also working intersectionally and collaboratively across all of the centers and programs under the SJEC including the Women's Resource Center (WRC). This position will be responsible for creating anti-racism initiatives, fostering a sense of belonging, building community, and promoting identity development. The Program Coordinator will be responsible for working with the SJEC staff, partners, volunteers, and students. This position will be chosen based on their communication abilities, proven leadership experience, effectiveness in advocating for underrepresented populations and social issues, program planning, facilitation, and potential to contribute to the mission and goals of the SJEC.

PRIDE CENTER SPECIFIC RESPONSIBILITIES:

- Plan & support programs and events for BMCC Pride Month
- Plan & support intersectional LGBTQIA+ & Queer programs and events in collaboration with each BMCC Heritage Months (Womens' Herstory Month, Black History Month, Asian History Month, Hispanic Heritage Month, etc), and during the academic year.
- Support the SafeZone Committee with facilitating trainings and administrative needs
- Support the Rainbow Panthers Student Club as needed
- Support the Lavender Graduation Committee with the planning and execution of Lavender Grad as needed
- Create, organize, and facilitate LGBTQIA+ workshops and presentations
- Work collaboratively across all the SJEC (PC, WRC, MCC, SJP) to create intersectional programs, events, workshops, and presentations
- Act as a liaison to and work with campus partners who also provide LGBTQIA+ and Queer related support and offerings
- Perform all necessary logistics and administrative needs to execute all program and events

GENERAL RESPONSIBILITIES

- **TRAININGS & MEETINGS:**
 - Attend onboarding trainings and orientation
 - Attend weekly staff meetings
 - Partake in weekly 1:1 meetings with WRC Manager
 - Attend and complete required workshops and trainings series
 - Attend department & division trainings
- **ADMINISTRATIVE SUPPORT:**
 - Maintain twenty (20) office hours per week (both remote & in person including some evenings and weekends based on calendar of events)
 - Work closely with fellow staff on tasks, projects, and assignments
 - Perform administrative duties like photocopying, scanning, typing, inventory, data entry, attendance tracking, email listserv updates, scheduling, phone coverage, and general administrative support.
 - Assist College Office Assistant with photocopying, typing, assessment compilation, and student relations
 - General office support
- **COMMUNICATION:**
 - Compose and maintain correspondence on progress and activities
 - Actively monitor BMCC email and calendars for all work-related matters
 - Submit monthly highlights for end of the year reports
 - Assist with various marketing and communication tools such as flyers, emails, social media, etc.
 - Meet all deadlines and timelines designated by SJEC supervisors
- **NETWORKING:**
 - Develop relationships and serve as liaison to offices and departments as needed
 - Become familiar with other BMCC offices, resources, and services
 - Become familiar with community partner organizations
- **PROGRAMMING SUPPORT:**
 - Assist with the preparation and support of in person and remote events, workshops, training, presentation, dialogue groups, tabling, and programs, boards, and visual programs.
 - Take the lead to fully coordinate, plan, and execute specific programs, projects, or events under the supervision and guidance of the SJEC managing staff. This includes but not limited to:
 - flyers, floor plans, email communications, space, zoom links, chat coordination, advertising, requests/reservations, media requests, printing requests, set up/strike down, etc.
 - Assist with planning and facilitating workshops, training, presentations, and discussions
 - Lead coordinating volunteer needs, tracking attendance, tracking CCT, and communications
- **STUDENT SUPPORT:**
 - Act as club liaison with related student clubs as needed
 - Assist students in need of campus resources and support
 - Assist with providing general SJEC services
- **OTHER DUTIES AS ASSIGNED**

REQUIRED QUALIFICATIONS

- Bachelor's Degree in higher in education, student affairs, ethnic studies, women's & gender studies, queer studies, social work, sociology, or related field
- Ability to work within the philosophy, mission, and purpose of the SJEC

- Knowledge of current and best practices in student success with a focus on student persistence and retention, especially for community college students with an emphasis on research, assessment and data-informed decision-making
- Successful implementation of programs for a diverse student population, and evidence of successful college-wide collaborations
- Strong oral/written communication and interpersonal skills with attention to detail and proven leadership skills
- Be a dynamic individual who can work independently and under general supervision to provide courteous and accurate customer service to all students, visitors, and campus community
- Ability to learn, understand, and articulate issues related to social justice, power, privilege, identity, intersectionality, advocacy, and willingness to learn more
- Proficiency in various software programs, especially data management using Microsoft Excel and Google Suite
- Ability to work evening hours and weekends as necessary
- Proficiency in Microsoft Office Suite, Google Suite, and Social Media
- Access to technology when working from home (computer, laptop, internet, etc.)
- Demonstrated ability to work autonomously and with a team
- Ability to multitask, manage time effectively, and meet deadlines/timelines
- Fluent in Zoom and other video platforms

PREFERRED QUALIFICATIONS

- Master's degree (obtained or current students) in student personnel administration, higher education, or a related field preferred
- Passion for working with underrepresented populations, social justice, feminis, queer theory, and intersectionality
- Self-initiated with strong follow-through and organization
- Be involved or have been involved in professional associations
- Strong sense of professionalism
- Strong interpersonal communication skills & emotional intelligence
- Proficient with Canva