

March 2022



## **JOB POSTING**

### **Coordinator – Burnaby Pride**

Burnaby Pride was founded in 2018 to honour, celebrate and educate about, 2SLGBTQIA+ folk in Burnaby. We are looking for an energetic and committed Event Coordinator to work with our committee to plan, produce and implement the 2022 live Burnaby Pride event.

#### **Job Description**

In consultation with the Steering committee, plans the Burnaby Pride event, including:

- Recruits, screens, trains and assigns volunteers
- Books venues for the event
- Books vendors and resource booths for the event (including food trucks etc)
- Recruits, vets and books entertainment for events (including contracting and marketing information)
- Works with booked entertainment to assess production needs and ensure available for events appropriate equipment is present.
- Assists committee members with social media management
- Manages social media contests and distributes prizes
- Programs and runs 1-2 pre-pride events (workshops, talks, etc)
- Prepares and implements advertising and promotion of events. Works with volunteers to ensure distribution of promotional materials across the city
- Ensures that information booth is managed throughout the pride events.
- Assesses logistical needs and determines necessary supplies and equipment and ensures all is in place for events.
- Works with committee to facilitate sub-committees
- Sets-up and takes down event supplies.
- Recruits financial and in-kind sponsors and prepares event and other recognition.
- Works within budget limits and manages invoices.
- Develops and implements an accessibility plan for the all events (including ASL, Mobility, etc).
- Works in cooperation with staff and volunteers to implement and evaluate events.
- Writes a final report outlining their work and recommendations for future Pride events.

#### **Qualifications**

- Experience with event management
- Meets Canada Jobs criteria – under 30
- Ability to work independently and as part of a team.
- Post-secondary education in event management or equivalent experience.

- Excellent communication, writing, planning and problem solving skills.
- Passion for working with and celebrating the 2SLGBTQIA+ community
- Proven ability to incorporate equity, diversity and inclusion frameworks such as de-colonial practice, anti-oppression/anti-racism, intersectionality, and disability justice into all aspects of event coordination
- Proven ability to work effectively with a broad range of diverse community and public partners.
- Willingness to be flexible and adaptable in the workplace
- Proficient with computer programs, including Microsoft Office (Microsoft Word, Excel, PowerPoint, Teams), and virtual platforms (e.g., Zoom)
- Preference for member of the 2SLGBTQIA+ community
- Experience managing and supporting volunteers
- Experience managing budgets

**Other Details:**

- BIPOC and 2SLGBTQIA+ candidates are encouraged to apply
- Must have valid Vaccine Passport
- Position will include mentorship from City of Burnaby Festivals and Events staff and other agency partners
- Requires occasional evening and weekend work, including July 21-23rd

**Reporting:**

The Pride Coordinator position will be hosted by Burnaby Neighbourhood House and report to the Pride Working Group hiring sub-committee

**Hours & Pay rate:**

*This is a fixed-term position*  
 35 hours per week – May 6 – August 26  
 Rate of pay \$24.04/per hour

**Deadline:** until position is filled

Thank you for your interest in this position, however, only short listed candidates will be contacted.

**To apply please email resume to:** [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**Or mail to:**

Burnaby Neighbourhood House  
 4460 Beresford St  
 Burnaby, BC  
 V5H 0B8

**No phone calls please**

*Burnaby Neighbourhood House is a community driven and community funded agency located on the unceded territories of the Tsleil-Wauthuth (səlilwətaʔ), Kwikwetlem (kwikwəʔləm), Squamish (Skwxwú7mesh Úxwumixw) and Musqueam (xʷməθkʷəy̓əm) nations with a unique focus on neighbours supporting neighbours.*