



RAINBOW COALITION OF YELLOWKNIFE

WWW.RAINBOWCOALITIONYK.ORG

INFO@RAINBOWCOALITIONYK.ORG

 @RAINBOWCOYK

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Program & Events Coordinator Job Description

Job Title: Program & Events Coordinator

Job Posting Closes: November 23rd, 2021

Responsible to: Executive Director

Compensation: \$23.00/hour

Hours: Part-time

Start Date: November 29th, 2021

Organization Summary

The Rainbow Coalition of Yellowknife (RCYK) is an organization that supports youth, adults and families who are 2SLGBTQIPA+, questioning their identity and/or are allies to the 2SLGBTQIPA+ community. The Rainbow Centre, RCYK's headquarters, hosts free programming 5-6 days per week, on top of events and special projects that happen throughout the year.

Job Summary

The Program & Events Coordinator of the Rainbow Coalition is responsible for planning programs and events, managing the social media account, creating online content, booking venues, purchasing materials, managing the program budget, working with volunteers to cover programs and assisting with grant writing.

Duties and Responsibilities

- Develop a monthly schedule for programs and events
- Publish a weekly schedule on social media advertising programs
- File attendance sheets from programs and events
- Publish posters for upcoming events and projects
- Manage registration for upcoming events and projects
- Assist with grant applications
- Manage the programming budget
- Develop social media posts, re-share posts on social media "stories", and respond to online messages
- Manage a group of volunteers and program facilitators
- Complete other projects as assigned by staff on the RCYK team

To apply for this position, send your resume to info@rainbowcoalitionyk.org.

Qualifications:



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Preference will be given to applicants who are 16-19 years old and/or self-identify as Indigenous, Black, or part of another racialized community.

- Personal, lived understanding of 2SLGBTQIPA+ identity
- Valid Driver's License and access to a vehicle is an asset
- Criminal Record Check + Vulnerable Sector Screening (18+ applicants)
- Comfortable with emailing and making phone calls
- Experience working in youth-centred spaces or organizations an asset
- Comfortable using social media and engaging with service users online
- Able to use Microsoft Office Suite + Google Drive
- Knowledge of Northern communities and cultures
- Knowledge of another official language of the NWT an asset
- Excellent interpersonal and communication skills
- Ability to engage and interact with RCYK community in a respectful way
- Knowledge of intersectionality and concepts of marginalization, oppression, power and privilege