

Status: Full-Time, Salary
Classification: Non-Exempt
Reports to: Director of Marketing & Development

Organizational Profile:

Pridelines Youth Services, Inc. dba Pridelines is a rapidly growing non-profit, 501c3, organization dedicated to supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth and community in safe and diverse spaces to promote dialogue, wellness and to foster social change.

Position Overview:

The Community Events Manager will develop, plan, and manage in-house community events at both the Miami and Miami Beach center locations. This role will work with the development team to ensure the events are well marketed and sponsors can be secured when needed. Working with the team, this position will curate events for many subsets of our community.

The Community Events Manager ensures that the outreach conducted is aligned with current grants and contracts, reaches individuals most at-risk for HIV and other health disparities (as indicated in grants and contracts) and promotes the growth of the programs and services. This position's primary responsibilities include 1) working with the team members and the Associate Director of Program Operations to confirm the direction of outreach related to required grant and contract deliverables and 2) identifying strategies to fill gaps and meet program and department needs. This position also provides prevention education, HIV testing, outreach, and supports programming for people living with HIV (PLWH).

Responsibilities: Primary responsibilities include, but are not limited to the following:

Community Events

- Curation of community events at the Pridelines centers and throughout the community to engage all members/segments of the LGBTQ+ community.
- Develop events communications plan including strategy, goals, budget, and tactics
- Coordinate all in-house activities for both the Miami & Miami Beach Center locations
- Plan the logistics for each event
- Leverage existing relationships and cultivate new contacts within business and events industry
- Manage events day of
- Work with marketing to curate any PR & marketing needs for each event.
- Monitor, analyze and communicate event results on a quarterly basis
- Maintain a keen understanding of industry trends and make appropriate recommendations regarding strategy surrounding them
- Build marketing programs to support specific marketing objectives across different channels and segments in support of our overall strategic marketing plan
- Lead the execution of event programs from start to finish
- Manage staff & volunteers participating in events
- Ensure events are completed with high quality and on schedule

- Develop and identify new outreach strategies for consideration by the Direct Services team
- Identify upcoming events and awareness days that align with grant and contract interventions and agency priorities
- Work with team members to develop innovative events and activities that advance the work of the organization in addressing the social determinants of health and promoting sexual and overall health and well-being
- Assist in recruitment of participants for all programs and services

HIV/STI Counseling, Testing & Linkage:

- Provide culturally competent HIV/STI counseling, testing, and linkage services, particularly to the target populations of grant-funded interventions and populations at high risk for HIV, STI and hepatitis infection and other health disparities
- Adhere to all required HIV testing and other procedures as required by the State of Florida
- Maintain adequate certifications/trainings to conduct HIV and STI counseling and testing

Documentation and Record Keeping

- Maintain all data and records related to intervention and service delivery as required by funders, the HIV Services Department and overall Pridelines agency

Qualifications:

- BA/MA degree in Marketing, Advertising, Communications, or a related discipline
- Familiarity with, and a passion for LGBT issues
- Proven working experience in events required
- Proven track record planning and executing successful events & campaigns
- Exceptional writing and editing skills
- Experience building event programs and reporting on the results
- Exposure to digital and direct response marketing
- Competence as a creative thinker with an eye for details
- Strong project management skills despite frequent interruptions
- Strong problem-solving ability, including metrics-driven thinking
- Knowledge of layouts, permitting, etc. a plus
- Personal qualities of integrity, compassion, positive leadership, "can-do" attitude, flexibility, a sense of humor, and the capacity to exercise discretion and independent judgment as well as work and as part of a team
- Strength in engaging individuals from events, media, and entertainment industries
- Understanding of working with diverse populations that leads to client centered support services
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Understands ethical behavior and business practices and ensure that own behavior and that of others is consistent with these standards
- Ability to travel and/or commute locally and long distances
- Willing to work evenings, weekends, and weekdays
- Proficient in using technology as a reporting tool and experience working with information technology staff to develop and implement program evaluation and reporting systems

We are committed to achieving a diverse workforce through application of our Equal Opportunity, Non-Discrimination and Harassment Policies in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, termination, wage and salary administration, benefits, and training. We are committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment. You are encouraged to apply regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, family or parental status, age, or any other status protected by the laws or regulations in the state of Florida. All employment decisions are based on business needs, job requirements and individual qualifications. Pridelines does not tolerate discrimination or harassment of any kind.

You are also invited to self-identify if you believe you may be covered by the ADA (Americans With Disabilities Act) and wish to benefit from the protections it offers.

We offer the following employee benefits in partnership with ADP Total Source:

- Health, Vision, and Dental with a domestic partner option
- Employer-paid term life and long-term disability insurance
- Supplemental term-life insurance
- An employee assistance program
- 401K Retirement Program
- Up to 3 weeks of paid time off
- 12 paid holidays