OAKLAND BLACK PRIDE

ORIGIN OF A MOVEMENT FOR CHANGE

PROGRAM ASSISTANT

JOB DESCRIPTION

Oakland Black Pride is a nonprofit organization which curates programs and services for the QTBIPOC communities of Oakland and the Regional Bay Area. Join our growing staff dedicated to finding nuanced solutions to service the needs of some of the most marginalized members of the LGBTQ+ community existing at the intersection of racism, ethnocentrism, xenophobia, queerphobia and transphobia. Our organization offers three pillars of programming; Springboard Program, Black Pride Festival and QTBIPOC Social Circle. Our team is committed to working to create a more just society in which all can thrive. Let's ReQueer the Nation!

Position Summary:
The Program Assistant provides program support, ensuring that the operational aspects of our programs are executed seamlessly. The Program Assistant will also identify and assist with streamlining the organization's operations and back-end processes. The Program Assistant reports directly to the Program Director.

Programmatic Support:
- Supporting logistics and coordinating internal and external activities
- Managing and entering data, including but not limited to MailChimp, Eventbrite and Squarespace, list swaps and weekly list segmentation
- Monitoring vendor contracts such as Event Magic, Restaurant Depot/Jetro, etc.
- Serving as main point of contact for facilitating program talent contracts and event-planning
- Creating Run of Show documents for all events that don't have scripting
- Tracking attendee data for events and participation rates of RSVPs vs Attendees
- Collecting data and tracking participation and evaluation of key activities

Other duties to meet the needs of our QTBIPOC community, as requested

Applied Knowledge, Skills and Abilities:
- Ability to work in a complex and start-up environment
- Highly creative, excellent written and verbal communication
- Enthusiasm for the mission of Oakland Black Pride
- Excellent planning and organizational skills with a demonstrated ability to move multiple projects forward simultaneously
- Flexibility, drive and a sense of humor
- Basic computer skills, including proficiency with G-Suite
- Strong problem solving skills
- Experience working with LGBTQOC communities
- Experience or familiarity with MailChimp, Eventbrite and Squarespace
- All employees will be required to familiarize themselves with a variety of written material that coincides with Oakland Black Pride's professional standards, philosophical orientation toward the QTBIPOC community and their needs.Ability to manage multiple projects, with multiple deadlines, with input from different team members

Education, Training and Experience:
● High School Diploma
● Minimum two years Customer/Client Services experience
● Minimum two years Event Management experience

Organization Requirements:
● Valid California driver license or identification
● COVID-19 vaccination required
● Candidate must be located in the Regional Bay Area; Remote

OBP benefits package for full time staff includes:
● 100% employer paid health, dental and vision plans for the employee. Dependents would be covered at 50% of the base health plan by OBP, dental and vision would be the employee's responsibility. Coverage is available on the 1st of the month following the date of hire.
● Paid Time Off: Starting at 15 days per year based on a 40 hour work week. Increases with time of service.
● 11 paid Holidays
● Employer paid $50,000 Life Insurance policy
● Employee Assistance Plan

We value diversity and are an Equal Opportunity Employer. For more info about OBP go to www.oaklandblackpride.org

Please convey your interest by submitting a cover letter and your resume to work@oaklandblackpride.org.

Salary range: $67,000-$67,000