



**304-1080 Howe St. | Vancouver, B.C. | V6Z 2T1, Canada**

## **Community Engagement Manager**

(Please follow the application instructions at the bottom of this posting.)

### **About Us**

The VPS produces the annual Vancouver Pride Parade and Vancouver Pride Festival, in addition to multiple other annual events. VPS strives to produce inclusive, celebratory events, and advocate for 2SLGBTQAI+ communities through an intersectional lens.

### **Position**

The Community Partnerships Program at The Vancouver Pride Society (VPS) seeks to identify and remove barriers for participation at VPS events while supporting the work community groups are doing. The role of the Community Engagement Manager is to establish relationships with Community Partners, support their participation at Pride, and find ways to support and advocate for the work they are doing.

### **Duties and Responsibilities**

#### ***Management***

- Hire, train, supervise and mentor Community Partnerships Coordinator
- Conducting Community Consultations, interviews, meetings with key partners
- Managing, repairing and maintaining relationships with the community at large
- Managing software responsible for community partnership tracking
- Overseeing internal Community Partnership operations
- Manage \$100,000+ in funding per fiscal including event budgets and bursary fund

#### ***Operational***

- Establishing and maintaining strong relationships with key community members, organizations and stakeholders
- Negotiating mutually beneficial event contracts with Community Event Collaborators
- Actively seek out and participate in strategic opportunities to be involved with 2SLGBTQAI+ communities
- Be part of creating and implementing strategic plan to include equity-seeking communities in the organization
- Assist team members in ensuring programming, communications and initiatives are equitable and meaningfully diverse
- Working with Indigenous nations and organizations to support their involvement in VPS



- Initiate and complete grant applications, program budgets and report to funders upon project completion
- Represent VPS at opportunities such as events, conferences, etc
- Advising events team with community engagement opportunities
- Ensure the needs of Community Partnerships are delivered at all VPS events
- Activating Community Engagement commitments at event sites
- Liaising with Community Partners to ensure VPS values are upheld
- Acting as a VPS ambassador within queer communities
- Organizing focus groups, meetings, community discussions or community events as required
- Designing and implementing community spaces at event sites in consultation with community groups, needs and accessibility in mind
- Supporting and advocating for community groups
- Submitting requests to Communications team to promote Community Partner activities and events
- Creating invoices on behalf of community partners based on their capacities
- Submitting invoices for payment and reporting on expenditures

### **Core Competencies**

The applicant will be expected to perform duties consistent with being the Community Engagement Manager. The successful candidate will possess many or all of the following skills and attributes:

- Lived experience with 2SLGBTQAI+ communities, history, politics and associated terminology
- Excellent relationship building skills- listening, understanding, and flexibility are key to this role
- Excellent understanding of anti-racism, anti-oppression, and anti-discrimination and how these impact the communities VPS serves
- 3-5 years of experience working with equity-seeking communities and organizations
- Actively educates themselves on current events and understands how they may impact VPS
- Ability to assist team on event sites with set-up and tear down (role at tear down and set up can accommodate different abilities)
- Strong organizational and multitasking skills
- Exceptional written and verbal communication skills
- Ability to stay calm in high stress situations
- Critical thinking skills
- Experience with Google Drive and Google apps such as docs and sheets
- Flexibility to work weekends and evenings as required

### **Assets**

- Valid BC Drivers License
- Experience using Quickbooks invoicing software
- Crisis management and/or de-escalation experience



### **Compensation**

This role will be salaried. Compensation will range from **\$66,560 - \$83,200** per year based on relevant experience. This position is **40 hours per week**, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events, as well as on call for emergency or urgent crisis communications. This position can start immediately and is a permanent, continuing position.

### **Hiring Practices**

Vancouver Pride Society encourages folks of diverse backgrounds, abilities, and experiences to apply. We are an equal opportunity employer and employ people without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, or abilities.

This position prioritizes QTBIPOC identifying candidates, as their lived experience is critical for us to serve equity-deserving communities.

It is our intent to have a workplace that reflects the diversity of the communities we serve. We thank you for your interest in this role. If you require an accommodation to apply, please email [accessibility@vancouverpride.ca](mailto:accessibility@vancouverpride.ca) or call 604-687-0955 ext 1.

### **Application Instructions**

To apply please follow these steps:

- 1) Please submit a cover letter detailing why you would like to work for Vancouver Pride Society, your connection to the 2SLGBTQAI+ community and your experience with Community organizations, as well as, your resume to [jobs@vancouverpride.ca](mailto:jobs@vancouverpride.ca).
- 2) Please include "Community Engagement Manager" in the subject line.

This posting will be open until a suitable candidate is found.