



<b>Job title</b>	<i>Program Coordinator, The Core</i>
<b>Reports to</b>	<i>President and CEO</i>

### **Job purpose**

More Than Bars, Inc. seeks to create and maintain programs and services that meet the needs and interests of the LGBTQ+ Community and its Allies. One of these programs is our community empowerment program, “The Core”. In order to ensure proper maintenance of this program, More Than Bars, Inc. is seeking a Program Coordinator to manage the program.

### **Duties and responsibilities**

- Research venues and activities that meet the needs and interests of the LGBTQ+ Community and its Allies
- Ensure venues and activities are as accessible and as inclusive as possible for the Community
- Draft descriptions of free and cost-effective events
- Use attendance data to ensure More Than Bars is as diverse and inclusive as possible
- Promote The Core, and other More Than Bars programs, with businesses and nonprofits
- Recruit and retain volunteers that are aligned with our mission
- Conduct needs assessment of LGBTQ+ community in Phoenix
- Incorporate tax-exempt purposes into each event, to adhere to IRS standards
- Partner strategically with local businesses and outreach allies to obtain donations and build relationships for The Core and other More Than Bars, Inc. programs
- Manage personal social media posts to not adversely affect the professionalism and positivity of More Than Bars, Inc.
- Other duties and responsibilities as assigned

### **Qualifications**

Qualifications include:

- HS Diploma
- Advanced Communication Skills
- Willingness to Develop Mindfulness and Emotional Intelligence
- Access to Phone, Internet, and Computer
- Driver’s License and Vehicle
- Positive, Upbeat Attitude
- Professional Image
- Experience with LGBTQ+ population

### **Working conditions**

The position requires outdoors work and weekend work. The position requires lifting and transporting materials. The position requires standing and walking, possibly for extended periods at a time.

### **Physical requirements**

The position is physically demanding, requiring extended periods of standing, walking, lifting, and transporting. With requiring outdoors work, proper adjustments and accommodations are expected to be made on the part of the Program Coordinator, The Core.

### **Direct reports**

The Program Coordinator, The Core reports directly to the President and CEO of More Than Bars, Inc.

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<b>Approved by:</b>	<i>Jonny Stanciu – President and CEO</i>
<b>Date approved:</b>	<i>8/11/2017</i>
<b>Reviewed:</b>	<i>8/11/2017</i>

*The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation.*

*It is the policy of More Than Bars, Inc. not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.*