



Job Title: *Program Coordinator*

Department: *Leadership Academy*

Reports to: *Executive Director*

Effective Date: *Starts Immediately.*

Job Summary:

LGBT Detroit seeks a dedicated and dynamic Program Coordinator to oversee and manage the LGBT Detroit Leadership Academy. This role requires strong communication, management, and multi-tasking abilities. The ideal candidate will also represent the organization as a Brand Ambassador at community and corporate events, promoting our vision and mission to attract diverse support.

Duties/Responsibilities:

- *Develop and implement program strategies and outcomes, ensuring alignment with LGBT Detroit's mission and goals.*
- *Coordinate and facilitate meetings, workshops, and events for each program area.*
- *Monitor program budgets, ensuring efficient use of resources and adherence to financial guidelines.*
- *Track and report on program outcomes and impact, providing regular updates to leadership and stakeholders.*
- *Collaborate with the LGBT Detroit team to support organizational initiatives and projects.*
- *Develop and distribute promotional materials and information to raise awareness of LGBT Detroit's programs and services.*

Required Skills/Abilities:

- *Strong communication skills, both verbal and written.*
- *Proven management and leadership abilities.*
- *Excellent multi-tasking and organizational skills.*
- *Ability to work independently and as part of a team.*
- *Experience in community engagement and outreach.*
- *Flexibility to attend events and meetings outside regular business hours.*

- *Network with community members and partners to accomplish programming goals.*
- *Proficient with Apple Suite and Google platforms.*

Education and Experience:

- *A High School Diploma / GED equivalent is required.*
- *Background in non-profit engagement is preferred.*
- *A bachelor's degree in social work or a related field is preferred.*
- *Applicant must have experience working with racial, sexual, and gender minority clients.*

Benefits:

This Full-time position includes accrued sick and vacation time, holiday pay, and the option of health coverage after 90 days.

Hours/week:

Full-time, 40+ hours per week.

Availability:

Start date immediately. Weekdays, evenings and occasional weekends.

How to Apply:

Interested candidates should submit their completed application (resume, cover letter, and references) to bit.ly/LGBTDetroitemploy (case sensitive).