



Pride PEI

## **POLICY & ENGAGEMENT COORDINATOR | PRINCE EDWARD ISLAND**

<b>Reports To:</b>	Pride PEI's Executive Director & Board of Directors
<b>Duration:</b>	April 22, 2024 (estimated) - March 31, 2026 with potential for extension based on funding availability
<b>Place of Work:</b>	Various Locations Across PEI (In-Person & Online) Shared Office Provided at The Guild in Charlottetown
<b>Compensation:</b>	\$32/hr 32hrs/wk

### **About the Role**

As the Policy & Engagement Coordinator, you will work closely with Pride PEI's Board of Directors, staff, community partners and facilitators to help with policy development, community engagement, and strategic initiatives. No two days will be the same, and tasks will vary based on identified needs.

This role will be four days per week, but may vary as events and outreach initiatives arise. For instance, there may be some working hours on evenings and weekends.

### **Responsibilities**

#### Policy Development and Strategic Planning Liaison

- Be the primary point of contact between any consultants, board of directors, colleagues and Executive Director;
- Document new policies and/or strategic planning outcomes.

- Create and implement activities and initiatives to support strategic plan findings.
- Develop an external and internal communication plan for policies and strategic plan findings.

### Community Engagement

- Manage social media schedule and posting;
- Develop media and in person outreach initiatives; and
- Broaden Pride PEI's reach to rural and remote communities on PEI.

### Administration

- Respond to email and social media inquiries;
- Support the completion of reporting requirements;
- Update and maintain website content; and
- Utilize, or develop organizational tools for the optimal workflow of the organization.

### **Qualifications**

- Able to work independently and as part of a team;
- Strong planning, organizational, and time management skills;
- Comfortable using: Facebook, Instagram, Google Suite, Slack, Canva, Squarespace or interest in developing knowledge around these or other softwares;
- Excellent interpersonal, oral, and written communications skills;
- A valid driver's license and regular access to a vehicle an asset;
- Experience working with the 2SLGBTQIA+ community, an asset;
- Training (First Aid, Mental Health, etc.), an asset;
- Knowledge of policy development & board structures an asset.

### **How to Apply**

To submit an application, please send a Cover Letter and a copy of your Resume to [info@pridepei.ca](mailto:info@pridepei.ca), no later than Sunday, April 7th at 11:59PM EST.

## **Pride PEI Celebrates Diversity in our Hiring**

Pride PEI recognizes and values the lived experience of our community members. We wish to emphasize that we are dedicated to building an organization that reflects the diversity of the membership and community that we serve. This includes prioritizing applicants that are diverse in gender identity, sexuality, culture, and race. If you wish, please use your cover letter to tell us about your unique perspectives, experiences, and abilities as they apply to your fit within the team at Pride PEI. Preference will be given to those applicants who identify under the 2SLGBTQIA+ umbrella, placing an emphasis on those with intersecting identities.

Acknowledging the imbalances that often arise in gender and racial equity during salary negotiations in the hiring process, Pride PEI is committed to fostering pay equity. To mitigate these disparities, the organization has established and fixed the posted salary prior to candidate selection, emphasizing its dedication to fair compensation practices.

**WE THANK ALL THOSE THAT APPLY, HOWEVER, ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**