



## **Job Title: Assistant to the CSW Board of Directors** (Contractor / Short-Term)

### **About Organization**

The LA Pride Festival and Parade in West Hollywood is the largest festival and parade in the metropolitan Los Angeles area and the third largest parade in Southern California. The Festival attracts approximately 45,000 patrons to an exciting 12-hour experience featuring multiple state-of-the-art performance stages featuring an array of artists and DJs performing live, interactive venues, sponsorship activations, pop up restaurants, arts, and cultural programming, beer gardens, amusements and more. The 2018 event attracted over 45,000 total festival attendees and over 150,000 parade spectators. The event celebrates and honors human rights, education, and outreach for Transgender, Lesbian, Gay and Bisexual people and their allies in Los Angeles and worldwide. LA Pride is produced by Christopher Street West (CSW) Association, Inc., a non-profit service organization within the LGBTQIA2S+ community whose staff and an all-volunteer Board of Directors is a unifying force promoting and accomplishing the goals of the organization. [www.lapride.org](http://www.lapride.org)

### **Position Summary**

CSW/LA Pride is seeking a seasonal contractor to resume the position of Assistant to the Board of Directors. The position will assist the Board of Directors in coordinating activities, serve as a resource for communications, and ensure the Board is prepared with the tools to make the most effective and efficient. The Assistant to the Board of Directors reports directly to the Executive Director.

### **Primary Duties and Responsibilities:**

- Provide administrative support to the Board of Directors including (and not limited) drafting correspondence, update reports, and calendaring and coordinating Pride week events e.g. WEHO City Mayor's Reception
- Assist the Marketing and Communication Committee with drafting and/or editing communications pieces and prepare talking points for various media outlets and receptions.
- Coordinate mailing lists and take RSVPs for a variety of events.
- Distribute all communication to the Board, including meeting notices, informational reports, and any other correspondence that ensures effective communication with a high-level of transparency.
- Utilize Salesforce to run reports of all expenses and revenue reports.
- Edit and finalize financial process including detail instructions and roles and responsibilities including revenue from ticketing system and invoice payment.
- Other projects and duties as assigned.

### **Qualifications:**

- Minimum of three years' experience as an assistant or coordinator, or project management, preferred in the non-profit sector.
- Exceptional interpersonal skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers and staff.
- Demonstrated working knowledge of areas database management and project management.
- Experience with Salesforce, bill.com, and Quickbooks
- Excellent customer service.
- Excellent verbal and written communication skills.
- Integrity and fiscal accountability.
- Must be willing and available to work evenings and weekends according to event-related scheduling.
- Bachelor degree required.

### **Compensation**

Contractor (April 1 – June 30)

Pay Rate: \$25 per hour

### **How to Apply**

To be considered, please submit a cover letter and resume to [employment@LAPride.org](mailto:employment@LAPride.org). CSW/LA Pride is an Equal Opportunity Employer.