

Position: Events Coordinator

Supervised by: Executive Director

Classification: Part-time (30 hours per week), non-exempt

Work location: On-site, OutReach LGBTQ+ Community Center (2701 International Lane, Madison WI)

How to Apply

Please submit a cover letter, resume, and list of references by email to

steves@lgbtoutreach.org and chezd@lgbtoutreach.org . Applications are due Sunday, 11/23/25 by 11:59 PM. Any applications submitted after this date will not be considered. Please do not call regarding this position.

Overview

OutReach LGBTQ+ Community Center is Wisconsin's longest standing LGBTQ+ support and social services organization. We are committed to equity and quality of life for all LGBTQ+ people through community building, health and human services, and economic, social and racial justice advocacy.

OutReach is seeking an **Events Coordinator** to lead planning and execution for a variety of community events, including our annual signature event, the Magic Pride Festival. The Events Coordinator will play a critical role in OutReach's community building efforts.

Key Responsibilities

The Events Coordinator will be primarily responsible for the following:

- Serve as event point person prior to, during, and after OutReach's annual signature event, The Magic Pride Festival.
- Partner with OutReach staff, assisting with planning and logistics for various programming and fundraising events. Manage event logistics, turning event concepts into functioning events that run smoothly.
- Collaborate with communications team, defining event promotional needs like ad design, timing and frequency of promotion, and intended audience for events.
- In collaboration with the communications team, create and post event announcements and follow-ups on Instagram, Facebook, and LinkedIn channels.
- Create and manage schedules and timelines for community events, coordinating with vendors, staff, and volunteers.
- Create and monitor event budgets.
- Solicit and select vendors for various events.
- Manage vendor communications and expectations, maintaining positive community relationships.
- Conduct post-event evaluations, assessing and documenting successes and challenges of events for improved future event execution.
- Facilitate tabling requests for non-OutReach community events which includes staffing, scheduling, arranging supplies, and managing logistics with event staff.
- Purchase, organize, and transport event equipment, including but not limited to decorations, light furniture, promotional materials, and catering supplies.

- Occasional other duties as assigned by supervisor.

Qualifications and Requirements

To perform this role well, you should have personal, professional, or lived experience in some or all of the following:

- LGBTQ+ advocacy, community-building, or non-profit experience.
- Event planning and management
- Budgeting
- Social media platforms (Meta Business Suite experience is a plus)
- Canva
- Microsoft Office products (Outlook, Teams, Word, Excel, and others)
- Must have and maintain a valid driver's license and automobile insurance.
- All candidates must support OutReach's mission, vision, and values:
<https://www.outreachmadisonlgbt.org/about>.

Keys to Success

To be successful in this role, you should:

- *Have strong communication, problem-solving, and organizational skills.* The Events Coordinator collaborates with many stakeholders, including OutReach staff, volunteers, and various community partners to execute small to large scale events with varying complexity. The Events Coordinator must have strong people skills, be able to skillfully manage complex logistics, and ensure stakeholder alignment on event execution.
- *Be committed to OutReach's mission, vision, and values.* Our staff are all driven by our commitments to LGBTQ+ community-building and social justice. Everyone on staff is expected to adhere to our organization's policies, which are rooted in liberatory harm reduction, restorative and transformative justice, and dismantling white supremacy culture.

Compensation and Benefits

- Pay rate: \$23/hour to \$25/hour
- Milage reimbursement
- Eligible for prorated benefits including health, dental, vision, life insurance, and more.
- Paid time off including vacation, personal, sick days, and paid holidays.

Supervisory Responsibilities:

None

Travel:

Travel is primarily local (within Dane County).

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those an employee will encounter while performing the essential functions of this job satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee may be regularly required to remain in a stationary position for extended periods of time (can alternate between sitting and standing), utilize hands and fingers to operate essential office technology (i.e. computer, phone, etc.) and occasionally move about inside the office to collaborate with coworkers or access program supplies. The employee must have the ability to communicate accurate information and ideas in a way that fellow employees will be able to understand and observe details at close and far ranges (i.e. when utilizing a computer or directing staff at a large event). Staff will be required to move up to 40 pounds, utilize stairs and move distances during Outreach events on unstable grounds.

Work Environment: Our community center functions similarly to a traditional, professional office environment which requires the use of standard office equipment like computers, telephones, copier/printers. Because we are a gathering space for our community, there are consistent distractions and varying levels of noise throughout the center during our open hours. The employee will also be required to participate in outdoor and/or offsite community outreach activities and may be exposed to variable weather conditions and noise levels.

Hours: This is a part-time position. Core administrative hours and days must occur during OutReach LGBTQ+ Community Center's business hours of Monday through Friday from 12:00pm through 6:00pm. Evening and weekend availability is a must as most of OutReach's events occur during those time periods. Heavier weekend and evening availability is needed during the busy months of June through August.

OutReach Equal Opportunity Statement

OutReach LGBTQ+ Community Center provides equal employment and advancement opportunities to all staff members. Employment decisions are based on merit, qualifications, lived experience and skills.

We do not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, immigration status, socioeconomic status, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, arrest history, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, or any other characteristic protected by law.

OutReach values applicants who are people that identify as Black, Indigenous, and other minoritized groups; women; queer, transgender, gender non-conforming, and gender fluid people