



## **PFLAG Springfield/SWMO Program & Communication Director**

### **Salary & Benefits:**

- \$40,000 – \$50,000 annual salary as an exempt employee
- Yearly stipend for healthcare
- Flexible working environment - hybrid remote with coworking space

PFLAG Springfield/SWMO is seeking an experienced and dynamic individual to join our team as the Program & Communication Director. This full-time position will be responsible for overseeing the organization's programs, coordinating advocacy efforts, and managing communication channels to effectively engage with our stakeholders. The Director will play a key role in advancing our mission and expanding our reach within the community.

### **Responsibilities:**

**Community Correspondence:** Respond to all incoming communication from the community in a timely manner. Including phone calls, emails, and social media messages. These include requests for support, partnership, resource referrals, etc.

**Program Implementation:** Implement and manage innovative programs and initiatives that support the LGBTQ+ community, including support groups, educational workshops, advocacy efforts, and awareness campaigns. Ensure program effectiveness and evaluate outcomes to drive continuous improvement.

**Communication:** Develop and implement a comprehensive communication strategy to effectively reach and engage with stakeholders. Daily management of the organization's social media platforms, website, and newsletters to ensure consistent messaging and meaningful content.

**Membership Management:** Recruit, train, and support members and volunteers to assist in program implementation, community outreach, and advocacy activities. Foster a positive and inclusive volunteer culture, providing guidance, recognition, and growth opportunities. Includes staffing and overseeing volunteer committees.

**Event Planning and Execution:** Plan and execute events, including community forums, fundraising activities, and educational conferences. Coordinate all aspects of event management, including logistics, marketing, and participant registration.

**Reporting and Evaluation:** Track program outcomes, monitor key performance indicators, and prepare regular reports for the PFLAG Springfield/SWMO Board of Directors.

**Required Qualifications:**

Bachelor's degree in a related field (e.g., nonprofit management, communications, social sciences) **or equivalent experience.**

Proven experience in program development, implementation, and evaluation within the nonprofit sector, preferably in the LGBTQ+ advocacy field.

Excellent written and verbal communication skills, with expertise in crafting engaging content for various platforms and audiences.

Strong understanding of LGBTQ+ issues, advocacy, and community resources.

Demonstrated experience in managing social media platforms, website content, and newsletters.

Strong organizational and project management skills, with the ability to prioritize tasks and meet deadlines effectively.

Experience in volunteer recruitment, engagement, and management.

Proficiency in data analysis and reporting, with the ability to use metrics to drive decision-making.

Collaborative mindset, with the ability to build relationships and work effectively with diverse stakeholders.

Proficient in computer applications, including Microsoft Office Suite, Canva, or another design program, and content management systems.

PFLAG Springfield/SWMO is committed to fostering an inclusive and equitable work environment. Individuals with diverse backgrounds and experiences, including members of the LGBTQ+ and BIPOC communities, are encouraged to apply.

*Note: This job description outlines the primary responsibilities and qualifications for the position, but additional duties may be assigned as necessary to support the organization's goals and objectives.*

**To apply:**

Please submit your resume and cover letter to [president@pflagswmo.org](mailto:president@pflagswmo.org).