JOB DESCRIPTION

Job Title: **LGBTQI+ Program Coordinator**
Reports To: Programs Manager
Status: Part-time, non-exempt
Supervisory Responsibilities: None
Schedule: Average 10 hours/week; additional hours only with supervisor approval
Salary Range: $22.00/hour
Revised: 10/14/2026
Posted: Open 11/2/2026, closes 11/13/2026 or until filled

How to Apply
Please submit your resume along with brief responses to the three questions below to xinia@sebastopolseniorcenter.org. In lieu of a cover letter, we'd love to hear directly about your experience, approach, and interest in this work. We suggest approximately 150–250 words per question.

1. What draws you to working with LGBTQ+ older adults? How do your personal values, experiences, and commitment to learning shape the way you would approach this role? How would you remain curious and open to learning from people whose experiences differ from your own?
2. Building a welcoming community involves navigating different perspectives, addressing conflict, and fostering trust. Can you share an example of a time you encountered a challenging interpersonal dynamic within a group or community? How did you take responsibility for your part, communicate directly, and approach the situation with curiosity rather than judgment?
3. Our LGBTQ+ programs have grown significantly, and we want to strengthen existing offerings while creating new opportunities for connection and belonging. How would you approach this work as a collaborative process, recognizing community members, volunteers, and colleagues as allies? What possibilities do you see for growing our programs in ways that create meaningful benefits for the community, the organization, and the people involved?

POSITION SUMMARY
In conjunction with the Programs Manager and LGBTQI+ Volunteer Leads, the **LGBTQI+ Program Coordinator** develops, plans, coordinates, promotes, and evaluates programs, events, services, and resources for LGBTQI+ older adults. The role supports the Sebastopol Area Senior Center's commitment to enhancing the quality of life, dignity, and connection of LGBTQI+ elders.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Program Development & Events
- Plan and implement programs and activities relevant to LGBTQI+ issues.
- Provide outreach to special events, such as the Sonoma County Pride Parade.
- Produce, manage, and evaluate LGBTQI+ events, services, and resources.

Communications & Community Engagement
- Prepare contents for LGBTQI+ marketing materials
- Stay informed about issues affecting the local LGBTQI+ community and help educate the organization and broader community.

Fundraising & Reporting
- Collaborate with the supervisor to cultivate individual, foundation, and public gifts and grants supporting LGBTQI+ programming.

- Complete reporting required by funding sources and SASC, including data entry into the MSC portal or other required systems.

Other:

Comfortable using a variety of technology platforms and able to learn new systems quickly. We regularly use Microsoft Outlook, Google Workspace, and various client relationship management (CRM) systems.

KNOWLEDGE, SKILLS & ABILITIES

The position requires a sincere commitment to working with and supporting the local LGBTQI+QI community, particularly adults aged 60 and older. The Coordinator must work effectively both independently and collaboratively within a multi-purpose senior center and demonstrate a cooperative, respectful approach with staff, volunteers, participants, and community stakeholders. English language proficiency is required.

- Critical thinking and ability to conceptualize, propose, and implement programs
- Commitment to the organization's mission and a team-oriented approach
- Experience with volunteer management and appreciation
- Effective verbal and written communication
- Professional presentation and customer-service orientation
- Strong organization, planning, and attention to detail
- Initiative, reliability, and ability to manage stress

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

The position is primarily a remote position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

- Ability to access and use SASC computer systems and portals, email, social media, telephone, and Zoom.
- Office work may include sitting at a desk, walking between program rooms, and standing.
- Event duties may involve moving chairs and tables and setting up or taking down decorations, food, and equipment weighing less than 20 pounds.

SUPERVISORY RESPONSIBILITIES

This position has no direct reports but works collaboratively with LGBTQI+ program volunteers to coordinate activities, support program delivery, and foster a welcoming and inclusive environment.

HOURS AND SCHEDULE

The position averages 10 hours per week (40 hours per month). Additional hours for events require supervisor approval. The Coordinator must attend required meetings during SASC office hours and scheduled special events. The Coordinator and supervisor will establish general goals and timelines, subject to supervisor approval.

Benefits- Part Time

The Sebastopol Area Senior Center offers a competitive benefits package for eligible part-time employees, including:

- Paid vacation, prorated based on scheduled hours and years of service
- 12 paid holidays annually, prorated for part-time schedules
- Paid sick leave
- SIMPLE IRA retirement savings plan, subject to eligibility
- Workers' compensation coverage and applicable California state benefits

This position is scheduled for 25 hours per week and is not eligible for employer-sponsored health insurance. Benefits are subject to eligibility requirements and organizational policies.

EQUAL EMPLOYMENT OPPORTUNITY

The Sebastopol Area Senior Center is an equal opportunity employer and is committed to creating an inclusive workplace. SASC provides equal employment opportunities to all employees and applicants without discrimination or harassment based on any characteristic protected by applicable federal, state, or local law.

SASC also provides reasonable accommodations to qualified individuals with disabilities and for other protected needs in accordance with applicable law.

ABOUT US

The Sebastopol Area Senior Center (SASC) is a vibrant nonprofit organization serving older adults throughout West Sonoma County. Our mission is to create and maintain an environment that encourages independence for older adults by providing opportunities for learning, social connection, recreation, wellness, and support.
Through programs, classes, meals, transportation, social activities, resources, and community partnerships, we help older adults remain active, engaged, connected, and supported as they age.

SASC also operates The Legacy, our unique craft thrift store and social enterprise. Powered by a dedicated team of staff and volunteers, The Legacy gives donated arts, crafts, and creative materials a second life while generating significant financial support for Senior Center programs and services.

Across the Senior Center and The Legacy, our work is powered by a dedicated team of staff and volunteers. We value collaboration, compassion, creativity, respect, and a willingness to pitch in and help one another. Together, we are committed to creating a welcoming, inclusive, and engaging community for older adults.

To learn more about the Sebastopol Area Senior Center and The Legacy, visit sebastopolseniorcenter.org.