



# Sacramento LGBT Community Center

## Sacramento Pride March & Festival

### Pride Committee Description



<b>Job title: ACCESSIBILITY COORDINATOR</b>		<b>Management Level: GRADE 2 – MIDDLE</b>
<b>Reports to: FESTIVAL DIRECTOR / AFD</b>		<b>Reporting: NONE</b>
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time		<input checked="" type="checkbox"/> Volunteer Position <input type="checkbox"/> Paid Position

**Essential Duties and Responsibilities:**

The Accessibility Coordinator plans and facilitates the implementation of appropriate accommodations, auxiliary aids and support services for staff and festival attendees with disabilities. Interprets and ensures compliance with local, state and federal laws as they apply to accessibility. Functions as a resource for staff and volunteers throughout the planning and development of the event by providing technical assistance and guidance on how to accommodate and ensure equal access for attendees.

**Must be available the Friday to Sunday of SacPride**

The Accessibility Coordinator will work closely with the Festival Director / AFD to identify areas of the festival that can be enhanced and improved upon. Additional duties include becoming familiar with Festival and Event operations, needs, timelines, etc. Monitors event logistics in order to ensure that all departments and elements are in compliance with the rules and regulations set forth by festival and local city ordinances. Oversee all matters related to accessibility and the needs of patrons with disabilities. Attend monthly planning meetings.

- Education and/or Work Experience Requirements:**
- Excellent verbal and written communication skills, including ability to effectively communicate with internal/external customers
  - Experience in program management type role with some accessibility or compliance experience
  - Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer/contractor service
  - Working knowledge of accessibility and assistive technology
  - High school diploma or GED required, as well as previous experience in public relations, workings with the disabled and ADA regulations
  - Understanding of LGBT, social justice and civil rights policy issues preferred

- Physical Requirements:**
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
  - Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
  - Must be able to speak, read and write English proficiently
  - This event is held during the beginning of summer and may require operating in summer weather conditions
  - The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community. Understanding of and adhering to this mission is the guiding principle behind all the work and duties described within