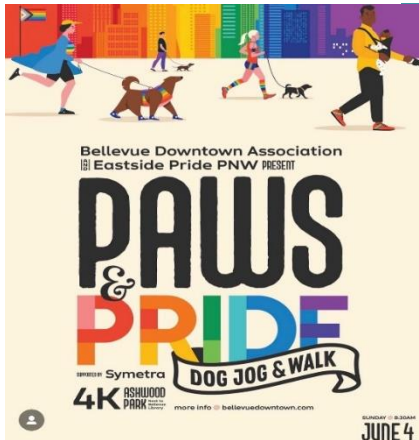


Board Leadership Opportunity!

Join Eastside Pride PNW Board as Secretary



Are you looking for a rewarding and meaningful way to support the LGBTQIA+ community? Do you have excellent organizational and communication skills? If so, you might be the perfect fit for our Board of Directors as Secretary!

Eastside Pride PNW is a non-profit organization that aims to foster unity, celebrate diversity, and build bridges across communities for LGBTQIA+ people who live, work, or visit here. We organize events, programs, and services that promote the well-being and empowerment of our community.

In this role, you will be part of a diverse and inclusive board that values your input and contributions. You will also have the opportunity to network with other LGBTQIA+ leaders and allies, learn new skills, and have fun!

Qualifications:

- A demonstrated commitment to the mission and values of Eastside Pride PNW and LGBTQIA+ community needs
- A willingness to devote time and energy to the organization's success
- Strong ability to build/maintain relationships and work in teams
- Highly organized and detailed oriented
- Excellent communication and interpersonal skills
- A high level of integrity, accountability, and professionalism
- Prior Board experience with a non-profit preferred
- Connection to the Eastside – live or work

How to Apply: If you are interested in applying for this position, please send your resume and cover letter to info@eastsidepridepnw.com. We encourage applications from people of diverse backgrounds, identities, and experiences. We look forward to hearing from you.

Requirements:

- Attend/vote in bi-monthly board meetings
- Prepare agendas and material for board/community meetings
- Distribute meeting docs, keep minutes, and recording board votes
- Maintain clear documentation and records of board activities
- Inform board members of any relevant updates
- Participate in at least 2 fundraising events/activities each year.
- Promote the organization's mission, vision, and values
- Comply with the organization's bylaws, code of ethics, conflict of interest policy, and other board policies and procedures

Time Commitment: The term of service is two years, with no term limits. This volunteer role requires a varying amount of time depending on the season*:

April - September: Expect to spend about 4-5 hours per week* (Planning and executing Pride and local events)

October - March: Expect to spend about 1-2 hours per week* (Developing strategic plans and tactics details)

*These are approximate times and may differ based on your workstyle