

Secretary & Board of Director Job Description | FRPride | January 2025

About the Job

FRPride is seeking an enthusiastic and motivated team member to join FRPride's Board of Directors in the **Secretary** role.

In this position, the Secretary will be primarily responsible for maintaining FRPride's documents and filing. They will work alongside the Board of Directors in the day-to-day business operations, event coordination, and administrative tasks. They will act as the main point of contact for potential volunteers and business partners.

Please Note: This is an unpaid volunteer position and will require 5-10 hours a week – event schedule depending.

About FRPride

FRPride is a 501©3 Non-Profit Corporation dedicated to providing education, support, and empowerment to the LGBTQ+ community in Front Royal, VA, and the surrounding Shenandoah Valley. In the past year, FRPride has carried out many feats – from coordinating our first public event in January 2024 to hosting the very first Front Royal Pride celebration just six months later, our Executive Board is continuously working to uplift the local queer community.

Key Responsibilities

- Record & organize meeting minutes
- Manage official records, documents, and files
- Maintain legalities within all aspects of the business
- Coordinate volunteer affairs
- Direct general correspondence to the correct Director
- Collaborate with other Board Members to plan events and fundraisers
- Assist in social media management

Key Qualifications

- Unwavering support for the LGBTQ+ community & our rights
- Previous experience working/volunteering with non-profits
- Clear & concise communication skills
- Time management

- Adaptability
- Access to Wi-Fi
- Occasional weekend availability (in relation to scheduling events/coverage)
- Reside in/near Front Royal, VA

Preferred Qualifications

- Computer Access
- Graphic design experience
- Microsoft Proficiency

To apply, please send a copy of your resume to ifrance@frpride.com with “FRPride Secretary Application” as the subject line. Please direct all questions to the same point of contact.

Thank you for your interest in working with FRPride!