



Job Vacancy Announcement

- Position:** Manager,
Administration & Human Resources
- Division:** Office of the Senior Vice President
for Administration & Outreach
Ebony Pyramid Entertainment (EPE)
- Duration:** Part-Time (1-10 hours weekly) &
Full-Time during EPE major events
- Positions:** 1 (one)
- Application Deadline:** Until Filled
- Prerequisite:** Must have planned or had a key role in planning a major/special event, preferably in the LGBTQ Community. Supervisory and management experience is a desired trait. Experience with human relations issues is also a desired trait. Ability to multi-task and work in a high pace environment is a must. Candidate must also possess strong written and oral communication skills. Commitment and dedication to the mission and success of EPE is a priority.
- Compensation:** Cash compensation is paid based on overall company performance. Some travel and amenities may also be provided as compensation.
- Major Duties:** This Manager reports to the Senior Vice President of Administration and Outreach. This Manager provides assistance on division matters relating to the Community Relations and Business Relations Departments. This Manager is responsible for managing the performance measures of all departments under the direction of the SVP. Responsibilities also include managing all Human Resources matters. Additional responsibilities include assisting the SVP in implementation and management of policies and strategies developed by the President and/or the Senior Executive Staff.
- How To Apply:** To apply for this position, complete the online application.