



Full time Program Manager for Stand with Trans

Description

This is a full-time position and reports to the Executive Director and is responsible for planning, implementing, and evaluating new and current programs. Priority will be given to candidates in the metro Detroit area or those who live within a reasonable driving distance.

The position is for an at-will, exempt employee.

Responsibilities

- Take ownership of all aspects of program development and execution
- Pro-actively communicate regularly to staff and ED about program updates, challenges, needs and opportunities
- Create and modify programs and activities that help SwT reach its mission
- Build our base of support, momentum, and attendance at online and offline events as well as visibility and reputation in the community
- Responsible for planning and execution of every element of programs including securing venues, negotiating price, researching speakers, and finding dates, etc.
- Use Asana to ensure that daily/weekly tasks are completed, and status updates are provided on an ongoing basis
- Inform social media strategy and communicate regularly with staff so timely, accurate, and engaging messaging is pushed out to our audience
- Participate in strategic planning efforts with other staff (and board where appropriate) regarding programs
- Be the lead on the annual Trans Empowerment Month. This includes helping to identify a theme, securing volunteers, building event website, researching, and securing speakers, managing the event budget, working alongside staff to market the event in a way that is designed to engage, build the audience, and grow the event.
- Attend events both virtual and in-person

Skills and Desired Qualifications

- Ability to work independently and as part of a team including the ability to reach goals and objectives independently and be able to work professionally with teams and navigate occasional team dynamics.
- Experience working or volunteering within the LGBTQ+ community and familiarity with community dynamics like gender, proper pronouns, terminology, and judgement-free approach to service.
- Comfortable working with LGBTQ+ youth and adults
- Excellent oral communication skills. Persuasive, able to engage others in SwT mission
- Excellent written communication skills. Ability to contribute to grant proposals and reports and creating materials to market SwT.
- Strong familiarity with all MS Office applications
- Strong familiarity and comfort using google workspace (Drive, Docs, Sheets, Slides, Gmail)



- Experience with giving presentations and speaking to groups
- Strong organizational skills and attention to detail a must. You will be balancing numerous documents, deadlines, communication threads and document creation and retrieval.
- Pleasant, professional, and friendly on the phone/zoom and in-person
- Ability to coordinate multiple activities/events/project components in a timely and efficient manner
- Familiarity with use of social media platforms
- Experience with event planning and working against deadlines
- Positive, can-do attitude. This role needs to inspire and be aspirational about what's possible in order to mobilize others.

Benefits

- Paid holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and day after, Christmas Day and day after.
- 128 hours of PTO (Provide 4 weeks-notice for vacation request)
- Mileage reimbursement if personal vehicle is used for organization business at current government rate
- Flexible, work from home/anywhere. \$100 work-from-home stipend monthly
- Professional development opportunities throughout the year, budget permitting
- Additional PTO and/or flextime may be granted when work demands exceed stated hours per pay period

Stand with Trans embraces people of all races, ethnicities, gender expressions, identities, ages, sexual orientations, religions, spiritualities, disabilities, and backgrounds without discrimination. We create an environment where all identities and their intersections belong and are uplifted. We acknowledge the troubling history of disproportionate discrimination and violence faced by transgender people of color; especially trans women of color who are the members of our community most likely to face fatal violence.

We are committed to dismantling the barriers faced by our community based on racism, sexism, queer-antagonism, and other discriminatory factors. These barriers include recent legislation like denying trans people from using the bathroom of their gender, barring trans people from participating in sports of their gender, and banning schools from teaching about LGBTQ acceptance.

We consciously work to oppose all forms of discrimination and foster a community where all peoples have equitable access to resources and opportunities of inclusion in a safe place.