



PROGRAM MANAGER

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Stand With Trans: Saving lives one person at a time, one day at a time. We help trans youth build resilience, gain confidence and find hope for a future filled with joy. Founded in 2015, this nonprofit organization continues to grow, serving an international population of families. We will be celebrating our 10th anniversary in 2025!

As an employer, we strive to hire team members who can embrace our vision, mission, and strategies and thrive in a team environment. **Stand With Trans is focused on providing employment opportunities for LGBTQ+ professionals.**

To apply, submit a **resume and cover letter** to roz@standwithtrans.org. Priority will be given to applicants in Michigan, preferably in the southeast MI area.

JOB SUMMARY:

The Program Manager is responsible for planning & implementing current and new programming, evaluating program successes and opportunities, and developing new programs you can help shape from scratch. If you are an energetic and passionate planner for programs and events that “Advocate, Celebrate, and Educate” the LGBTQ+ community and its allies, consider this position as the next step in your career!

This Full-time position reports to the Executive Director and founder of Stand With Trans. In addition, this position plays a key role with regular involvement in social media, utilizing proven and innovative strategies to engage our communities. Being a part of our team combines the ideal environment of being remote and interacting in-person.

We offer a competitive compensation package including health, dental, and vision insurance, paid time off and paid holidays, remote work stipend to support technology needs and mileage reimbursement for work-related travel. New hires can expect to have regular one-on-one check-ins, including a six-month review from the date of hire.

RESPONSIBILITIES:

- Organize our largest and highest impact annual event, Trans Empowerment Month (TEM). This includes building event website content, leading presenters, facilitators and volunteers to success. In addition, the Program Manager takes the lead on all program details related to this event.
- Create programs and program strategies that are mission specific.
- With all Program Initiatives:
 - Create and Track timeline, details (including budget) of the project(s).
 - Plan and executive all details with excellence, including securing dates and venues for in-person programs.
 - Increase attendance and visibility in the community.
 - Help to identify and secure presenters as necessary.
 - Manage ongoing communication with presenters and venues (whether online or in-person)

- Manage all programs using tracking/planning tools to ensure that tasks are completed and status updates are provided on an ongoing basis.
- As a key member of the team, the Program Manager assists in strategic planning efforts with other staff (and board where appropriate) regarding programs, especially with communications.
- Communicate on a regular basis with the Executive Director and all relevant team members.

“MUST HAVE” SKILLS & QUALIFICATIONS:

- The ideal candidate will have more than 2 years of demonstrated success with planning and organizing events and programs.
- Ability to work independently, and as part of a team, and productively while remote. We need someone driven, passionate, and self-motivated.
- Experience working within the LGBTQ+ community, comfortable working with LGBTQ+ youth and adults. Familiarity with trans issues, language, and people is very desirable.
- Excellent written and verbal communication skills. Includes initiating and receiving phone/video calls and in-person communications. Experience with presenting to groups.
- Technology Skills: Expertise with all MS Office applications, comfortable using Google Drive for shared organizational resources.
- Strong organizational skills and attention to detail are a must. Ability to coordinate multiple activities/events/project components in a timely and efficient manner. Familiar with event planning and demonstrated success meeting and beating deadlines.

PREFERRED SKILLS & QUALIFICATIONS

- A 4-year degree or equivalent in social work, education, psychology, (and other related fields) and relevant work experiences preferred.
- Experience working in a nonprofit setting as well as working with youth and families is preferred

SALARY & BENEFITS

- \$50,000 full-time, 40 hour work week
- Paid holidays including the week between Christmas and New Year’s
- 136 PTO hours per calendar year
- Health, vision, and dental

SwT Mission Statement

Stand with Trans empowers and supports transgender youth and their loved ones.

SwT Vision Statement

Erase the stigma surrounding trans identities.



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.