



Job Title: Project Coordinator – Healthy Community Zones (HCZ) Grant
Reports to: Program Director
Location: Metro Detroit, MI (Hybrid – Some on-site work required)
Position Type: Full-Time (Grant-funded)
Immediate

About Stand with Trans:

Stand with Trans is a nonprofit organization dedicated to providing support, education, and resources that empower transgender youth and their loved ones. We create affirming spaces, advocate for inclusive systems, and build pathways to wellness for trans youth and their families.

Position Summary:

Stand with Trans is seeking a passionate and organized **Project Coordinator** to lead the implementation and management of the **Healthy Community Zones (HCZ)** grant funded by the Michigan Department of Health and Human Services (MDHHS). The HCZ program focuses on promoting health equity by providing **nutrition education** and **meals** to transgender youth in the city of **Detroit, MI**.

This role requires strong project management skills, a deep understanding of community health initiatives, and a commitment to equity and inclusion. The ideal candidate is community-focused, highly organized, and comfortable working with a diverse team and audience.

Key Responsibilities:

- **Program Implementation & Coordination**
 - Manage day-to-day operations of the HCZ program in Detroit, including scheduling, communications, and logistics.
 - Coordinate and oversee nutrition classes, workshops, and meal distribution for trans youth.
 - Work collaboratively with facilitators, educators, and partner organizations to ensure high-quality, culturally responsive programming.
 - Recruit focus group participants
 - Conduct focus groups to better understand community needs
 - Onboard and train nutrition experts and culinary professionals

- **Grant Compliance & Reporting**
 - Ensure all activities align with MDHHS grant requirements and deliverables.
 - Track participation data, program outcomes, and expenditures.
 - Prepare monthly and quarterly reports for internal and external stakeholders.
 - **Community Engagement**
 - Build relationships with local LGBTQ+ organizations, schools, health providers, and community leaders to promote the program and encourage referrals.
 - Conduct outreach to recruit participants and promote events.
 - **Administration & Logistics**
 - Manage program supplies, materials, and vendor coordination (e.g., catering, venues).
 - Support budget monitoring and invoice processing related to the grant.
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Qualifications:

- Bachelor's degree in public health, Social Work, Education, or related field (or equivalent experience)
 - 2+ years of experience in project coordination or program management (nonprofit or public health experience preferred)
 - Experience working with LGBTQ+ youth and/or communities of color
 - Strong organizational and time-management skills
 - Ability to work independently and collaboratively in a hybrid environment
 - Excellent written and verbal communication skills
 - Proficient with Microsoft Office, Google Workspace, and project management tools
 - Knowledge of Detroit's community landscape is a plus
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Preferred Qualifications:

- Experience managing grant-funded programs
 - Familiarity with MDHHS or state-level health programs
 - Background in nutrition, food access, or community wellness initiatives
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Compensation & Benefits:

- **Compensation:** \$47,500 plus benefits
- Opportunity to make a meaningful impact on the lives of trans youth
- 136 hours of PTO
- Paid holidays



To Apply:

Please send a **resume and cover letter** to Roz@standwithtrans.org with the subject line “HCZ Project Coordinator Application – [Your Name].” Applications will be accepted on a rolling basis until the position is filled.

Stand with Trans is an equal opportunity employer. We strongly encourage applications from transgender individuals, people of color, and members of other historically marginalized communities.