

Economic Justice

Coordinator



Ingersoll Gender Center is one of our nation's oldest organizations by and for transgender and gender diverse communities. As we begin our 42nd year of working in our communities we are excited to continue building our work and expand our impact in 2019. We are excited to announce that we are hiring an Economic Justice Coordinator to take on important pieces of our direct service and support work. This is an entry level position on our growing team for community members who have experience in accessing and navigating resources and social services.

We strive to be intentional in our hiring processes; each time we're able to expand our staff we see it as an opportunity to interrupt the cycles of economic injustice that bar our communities from accessing employment, building skills and investing in the leadership development of our own communities. With that in mind we prioritize applicants that have first hand experience in navigating the oppressive systems that trans and gender diverse people face.

Think you may be the amazing human we're looking for? Take a look down below at what you can expect from our workspace and team, the experiences we're looking for, the responsibilities of the role, compensation and benefits and how to apply. Any questions can be directed to hiring@ingersollgendercenter.org - no phone calls please.

What you can expect from our work space and team:

- Our current space is at 911 E Pike. You can find more information about our space online [here](#). You will have your own desk and computer but will work in an open office setting.
- We are an unapologetically trans led organization. There is no one way to be trans and we work with and support trans folks of all different genders, sexual orientations, races, ages, abilities, etc. We are looking for folks who will add to our rich understanding of trans identities and challenge privileged perspectives on gender and trans identity.
- We are an organization committed to centering an anti-racist approach. This is a larger organizational shift that is underway at Ingersoll. Folks looking to join our team should be ready to actively participate in conversations and work to align our approaches with our values.
- While we have ambitious goals and a serious focus on implementing our mission to achieve our vision we encourage proactive self care - sometimes that looks like office dance parties or lunch time neighborhood food adventures. We expect folks to actively work to get their needs met and communicate when they need support.
- Our new Economic Justice Coordinator will be an important member of our Economic Justice team, reporting directly to our Economic Justice Manager.

Desired Experiences and Skills:

- A demonstrated commitment to [our mission, vision and values](#).
- Experience in and/or working with transgender and gender nonconforming communities.

- Ability to speak, read, and write in English; strong candidates may have additional languages skills.
- Experience in and/or working with queer and trans communities of color.
- Experience in and/or working with folks with disabilities and neurodiversities.
- Experience in connecting community members to disability services.
- Experience supporting and working with people navigating trauma and/or in crisis.
- Strong racial and social justice analysis.
- General knowledge of barriers our communities face in accessing gender affirming healthcare and equitable employment.
- First hand experience in navigating resources and systems to overcome transphobic barriers and/or advocating for community members to overcome systemic barriers and challenges.
- First hand experience in navigating accessing gender-affirming healthcare.
- First hand experience in navigating employment rights as a transgender and/or gender diverse person.
- Knowledge of supporting transgender and/or gender diverse people facing transphobic work place harassment and/or discrimination.
- Experience in facilitating trainings focused on anti-oppression and social justice topics.
- Experience in communicating with collaborators with varying perspectives and interests.
- Experience using Google Suite, iWork and Microsoft Office products and basic data entry tools.

Responsibilities:

- Provide direct support services for transgender and gender nonconforming people experiencing barriers to employment including but not limited to:
 - Support in amending identity documents and addressing other legal challenges
 - Developing career support skills (resume building, interviewing, career planning, etc)
 - Support in identifying employment opportunities
 - Support in navigating housing and shelter issues.
- Manage, track and report relevant program data in collaboration with the Economic Justice Manger
- Support Economic Justice Manager with training and technical assistance projects.
- Support Economic Justice Manger with policy and advocacy efforts when needed.
- Support and participate in Ingersoll's general resource and referral program when needed.
- Support our community outreach efforts; tabling at community events, and attend community events and celebrations as an Ingersoll representative.
- Collaborate with other staff to ensure organizational goals are met.
- Support in building and maintaining positive relationships with key community and organizational partners.

Compensation and Benefits:

- Starting salary for this position will be \$40,000 - \$45,000 annually based on experience.
- We provide excellent, 100% employer paid, healthcare. At this time we don't cover any additional dependent healthcare premiums.
- A serious investment in your professional development which may include identifying mentors, attending national conferences and an organizational commitment to supporting you in identifying professional development goals and achieving them.
- Additional language skills will be considered when negotiating compensation.

- Generous vacation time package in addition to paid sick and safe leave.
- Employer paid annual ORCA Transit passes are available upon request.

How to Apply:

- Please submit a cover letter (no longer than two typed pages, size 12 font), a resume (no longer than two typed pages, size 12 font), two professional references (including phone numbers and email address they can be reached at) via email at hiring@ingersollgendercenter.org. Use “Economic Justice Coordinator Application - Your name” in the subject line.
- In your cover letter please share with us your passion and/or connection to our mission and values, your understanding of why our communities face barriers to economic prosperity.
- The interview process will consist of at least two interviews with 3-5 Ingersoll representatives at each interview.
- Applications will be accepted until the position is filled but application review will begin on February 27th, 2019 at noon.

*Ingersoll Gender Center is an equal opportunity employer. Ingersoll does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered. Transgender, gender nonconforming, gender diverse, intersex and two-spirit people are **highly encouraged to apply**.*