

Communications

Coordinator



Ingersoll Gender Center is one of our nation's oldest organizations by and for transgender and gender diverse communities. In our 42nd year of working in our communities we are excited to announce that we are hiring a Healthcare Access Coordinator to take on important pieces of our healthcare access work. This is an entry level, part time position on our growing team that will start at the beginning of June until December 31st, 2019. This position may grow in to a long-term position.

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 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 jobs@ingersollgendercenter.org - no phone calls please.

What you can expect from our work space and team:

- Our current space is located in the heart of Capitol Hill at 911 E Pike St. There are stairs as well as an elevator located directly passed the stairs on the bottom floor to access our space. 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.
- 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.

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.
- First hand experience in navigating resources and systems to overcome transphobic barriers and/or advocating for community members to overcome systemic barriers and challenges.
- Experience writing from organizational or group perspectives for broad audiences.
- Experience with doing basic management of website content - no programming or coding experience needed. Experience with Wordpress sites not necessary but helpful.
- Experience managing social media platforms for organizations and groups for broad audiences.
- Experience with graphic design; we primarily use Canva but also have access to photoshop and other programs.
- Experience in communicating with collaborators with varying perspectives and interests.
- Experience managing larger projects that span multiple months.
- Experience using Google Suite, iWork and Microsoft Office products and basic data entry tools.

Responsibilities:

- **Create and manage regular organizational email news letters - 15%**
 - Work with Executive Director and other Ingersoll staff to create regular email news letters
- **Manage content on organizational website - 15%**
 - Ensure that organizational updates are posted to website in a timely manner.
 - Ensure that website reflects current programming.
 - Ensure that our calendar is kept up to date with events and activities.
- **Manage organizational social media - 20%**
 - Manage organizational social media presence on Facebook, Instagram and Twitter.
- **Create outreach materials for programs and community engagement events - 40%**
 - Work with staff to create outreach graphics (flyers, posters, social media posts, etc) for Ingersoll programs and community engagement events.
 - Support staff as they are creating communications and outreach materials for their programs (written guides, videos, etc) to ensure that consistent voice and style guidelines are used.
- **Collaborate with other staff to ensure organizational goals are met. - 10%**
 - Support our general community outreach efforts; tabling at community events, and attend community events and celebrations as an Ingersoll representative.
 - Support in building and maintaining positive relationships with key community and organizational partners.

Compensation and Benefits:

- The salary for this position will be \$24 an hour with an expected 20 hours a week from start date to December 31st, 2019.
- We provide excellent, 100% employer paid, healthcare. At this time we don't cover any additional dependent healthcare premiums.
- Pro-rated 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 via email at [hiring@ingersollgendercenter.org](mailto: hiring@ingersollgendercenter.org) using "Communications Coordinator Application - Your name" in the subject line the following materials:
 - A cover letter (no longer than one typed pages, size 12 font)
 - In your cover letter please share with us your passion and/or connection to our work.
 - A resume (no longer than one typed pages, size 12 font)
 - Two examples of communications materials you have created (email news letter, outreach graphics, etc) that speak to your ability to create materials that share organizational values and stories.
 - Two professional references (including phone numbers and email address they can be reached at)
- The interview process will consist of at least two interviews with 2-3 Ingersoll representatives at each interview.
- Applications will be accepted until the position is filled but application review will begin on May 17th, 2019 at noon. Hopeful candidates will start on or near June 3rd, 2019.

*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.***