

Community Engagement 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 Community Engagement Coordinator to take on important pieces of our community engagement work. This is an entry level, full time position on our growing team that will start in 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 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 hire@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 Community Engagement Coordinator will be an important member of our overall program team, reporting directly to our Community Engagement 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 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.
- Experience managing and/or supporting volunteers.
- Experience in leading community engagement efforts (tabling, outreach, etc).
- 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:

- **Support our direct service programing - 35%**
 - In collaboration with our Economic Justice Coordinator, provide assistance to community members amending their identity documents.
 - Work in collaboration with Economic Justice team and Operations coordinator to support the community financial assistance program.
 - Manage general support email account and web form to ensure timely responses from staff to community member questions.
 - Support other program staff with timely reporting to provide quality services.
- **Lead our volunteer recruitment and engagement efforts - 40%**
 - Build volunteer recruitment process
 - Train and schedule volunteers
 - Collaborate with other staff to support and appreciate volunteers in their roles at Ingersoll.
- **Support with our Community Engagement Efforts - 20%**
 - Support Community Engagement Manager with training and technical assistance program
 - Co-facilitate general trainings with other staff
 - Support Community Engagement Manager in implementing the Trans Justice Voter Project.
 - Staff outreach efforts (i.e, tabling, attending partner events, etc)

- **Work with other Ingersoll staff to ensure organizational goals are met - 5%**

- Support in building and maintaining positive relationships with key community and organizational partners.

Compensation and Benefits:

- The salary for this position will be \$45,000.00 per year, pro-rated based on start date.
- We provide excellent, 100% employer paid, healthcare. At this time we don't cover any additional dependent healthcare premiums.
- 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](mailto: hiring@ingersollgendercenter.org). Use "Community Engagement 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.
- 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.***