

Office

Assistant



Ingersoll Gender Center is one of our nation's oldest organizations by and for transgender and gender non-conforming communities. As we look towards our 42nd year of working in our communities we are excited to continue building our work and expand our impact in 2019. We are hiring an Operations Assistant to take on important pieces of our current work and expand our capacity. Our Operations Assistant will be directly managed and supported by our Operations Coordinator. This position will be a volunteer placement through Companis.

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 community members from accessing employment and to invest in the leadership development of our own communities. With that in mind we prioritize applicants that have firsthand experience in navigating the oppressive systems that trans people face.

What you can expect from our work space and team:

- Our current space is at 911 E Pike St, Suite 221. 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.

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, folks with disabilities and neurodiversities, and people navigating trauma and/or in crisis.
- Strong racial and social justice analysis.
- Firsthand experience with the barriers our communities face.
- High level of detail orientation and organization.
- Ability to work in a partnership or team on a variety of tasks and effectively communicate updates or questions.
- Experience using basic data entry tools and navigating databases; or willingness to learn.
- Ability to respond to community member emails and phone calls in a prompt manner.
- Flexibility and sense of humor.

Responsibilities:

- **Development Support:**
 - Support staff with development events.
 - Support with donor recognition.
- **Program Support:**
 - Input and update community members' data in our physical files and online systems.
 - Support and participate in Ingersoll's general resource and referral program (phone calls, managing email accounts, drop-ins and service appointments).
 - Support program staff at key events when needed.
- **Operations Tasks:**
 - Partner with Operations Coordinator in managing office space (working with staff on cleanliness, organizing and restocking supplies).
 - Check our mailboxes and voicemail inbox and relay messages to appropriate team members.

- If available, assist with prep for board meetings (compiling print-outs, ordering food) and healthcare providers consult meetings (setting up chairs).
- **Other Duties and Expectations (as these arise):**
 - Support in building and maintaining positive relationships with key community and organizational partners.
 - Represent Ingersoll at community events when needed.

Important information:

- This position is a placement with our partners at Companis. To learn more about being a Companis volunteer and apply please follow this link: <https://www.companis.org/volunteer/>
- Monthly stipend for this Companis volunteer placement will be \$1,000/month.
- Our Office Assistant will work Monday - Thursday, roughly 11:45am - 5:45pm daily.
- This is a temporary placement from start date to December 31st, 2019 with the hopes of making this position full time and permanent.

*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.***