

Coordinator



Ingersoll Gender Center is one of our nation's oldest organizations by and for transgender and gender diverse communities. We are excited to start our 43rd year of working in our communities in 2020 by hiring a Community Support and Engagement Coordinator to maintain our peer support group/spaces and specifically provide support to veterans and survivors of sexual assault and domestic violence in our communities. This is an entry level, full time position on our growing team that will start in January or early February of 2020. This position will report directly to our Community Engagement Manager.

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. You can find more information on accessing our space [here](#).
- 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. We expect folks to actively work to get their needs met and communicate when they need support.

Required Experiences and Skills for all positions at Ingersoll:

- 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.
- Strong racial and social justice analysis.
- 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.
- An ability to communicate with people or groups with varying perspectives or positions.
- Experience supporting and working with people navigating trauma and/or in crisis.

Desired Experiences and Skills for this position:

- At least one year of experience providing direct service; a plus if it is in a queer and/or trans setting or providing service to transgender and gender diverse survivors of sexual assault and domestic violence or transgender veterans.
- We're specifically looking for candidates that have experience in a direct service setting with:
 - Crisis response and de-escalation skills.
 - Supporting community members to make plans of action to achieve their goals.
 - Ability to set appropriate boundaries.
- Experience with support groups; a plus if your experience is in facilitating meetings or planning support group spaces.
- Experience using Google Suite, iWork and Microsoft Office products and basic data entry tools.

Responsibilities:

- **Manage our peer support groups - 20%**
 - Staff our weekly peer-led support group that is hosted in the evening; currently on Wednesdays.
 - Collaborate with other Community Engagement staff to recruit and train new facilitators.
 - Manage our peer facilitators on an on-going basis and facilitate monthly facilitator meetings and trainings.
 - Support community members in moments of crisis and remove folks who are not able to follow community agreements/de-escalate disagreements.
 - Manage support group logistics like communicating space access needs with Seattle Counseling Service and bringing support group surveys and donations back to the office on a timely manner.
 - Support the development and implementation of new support spaces for transgender and gender diverse people of color and transgender and gender diverse veterans.
 - Ensure appropriate reporting is completed in a timely manner.
- **Provide direct services and individual advocacy to transgender and gender diverse community members. - 70%**
 - Provide trauma informed and culturally appropriate support to community

members who are survivors of sexual assault and domestic violence.

- Act as the first and main point of contact for transgender and gender diverse community members who are survivors of sexual assault and domestic violence.
- Coordinate internal Ingersoll referrals and follow up as needed.
- Provide Community Financial Assistance as needed.
- Provide trauma informed and culturally appropriate support to community members who are veterans.
 - Act as the main point of contact for transgender veterans seeking services and support from Ingersoll.
 - Coordinate internal Ingersoll referrals and follow up as needed.
 - Provide Community Financial Assistance as needed.
 - Participate in regular Veterans pathfinder meetings to coordinate the delivery of services with other pathfinder organizations.
 - Collaborate with other community engagement staff to ensure we are meeting our outreach goals to reach transgender and gender diverse veterans.
- Provide additional support to community members amending identity documents as capacity allows.
- Ensure appropriate reporting is completed in a timely manner.
- **Collaborate with other staff to ensure organizational goals are met. - 10%**
 - Support and participate in Ingersoll's general resource and referral program when needed.
 - 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:

- 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 hire@ingersollgendercenter.org. Use "Community Support and Engagement Coordinator Application - Your name" in the subject line.

- In your cover letter please share with us your passion and/or connection to supporting transgender and gender diverse survivors of sexual assault and domestic violence.
- 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 January 6th, 2019 at noon. Hopeful candidates will start in late January or early February of 2020.

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, transgender, gender nonconforming, gender diverse, intersex and two-spirit people of color and transgender, gender nonconforming, gender diverse, intersex and two-spirit people veterans are **highly encouraged to apply.***