

# Economic Justice

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## Manager



Ingersoll Gender Center is one of our nation's oldest organizations by and for transgender and gender non-conforming folks. We are excited to announce that we are hiring an Economic Justice Manager to take on important pieces of our current work and expand our economic justice program in new areas. This is an important role within our growing team and will have a large role in shaping the future of our economic justice work.

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](mailto: hiring@ingersollgendercenter.org) - no phone calls please.

### **What you can expect from our work space and team:**

- Our current physical 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. As we navigate the COVID-19 pandemic we are taking a cautious approach to returning to our office and may not be able to have our entire staff team in our physical office at the same time this year. All applicants should expect to work remotely for a considerable portion of 2020 at the least.
- 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.

### **Required Experiences and Skills for all jobs at Ingersoll Gender Center:**

- A demonstrated commitment to [our mission, vision and values](#).
- Experience in and/or working with transgender, gender diverse and gender nonconforming communities.
- First hand experience in navigating resources and systems to overcome transphobic barriers and/or advocating for community members to overcome systemic barriers and challenges.
- Ability to speak, read, and write in English; strong candidates may have additional languages skills.
- Experience in and/or working with trans communities of color.
- Strong racial and social justice analysis.

### **Desired Experiences and Skills:**

We don't expect applicants to have all of the following experiences or to be experts in all of the following areas but competitive applicants will have many of the following experiences and skills:

- Experience managing and supporting a staff to achieve goals.
- Experience supporting and working with people navigating trauma and/or in crisis.
- Strong knowledge of barriers our communities face in accessing, equitable employment, housing, and a general understanding of barriers to accessing gender affirming healthcare.
- Experience providing direct services that center self determination.
- Experience organizing and collaborating with queer and trans communities - in particular queer and trans communities of color.
- Experience organizing with and/or serving communities in Washington State.
- Experience participating in coalitions and community collaborations.
- Experience facilitating trainings focused on anti-oppression and specifically gender justice topics.
- Experience leading policy advocacy and/or organizing efforts that involved engaging with decision makers (may involve elected officials, community boards, key stakeholders, etc) and community members.
- Experience in communicating with collaborators of varying perspectives and interests.

- Experience in writing and preparing technical writing projects ex: reports, community resource documents, etc.
- Experience managing larger projects that span multiple months.
- Experience using Google Suite, iWork and Microsoft Office products and basic data entry tools.

## **Responsibilities:**

- **Managing our growing economic justice programming and ensuring economic justice programs reach their goals. - 30%**
  - Managing and supporting Economic Justice staff.
    - Providing economic justice direct service in the absence of Economic Justice Coordinators and/or supporting direct service efforts for complex cases.
    - This will include managing the ongoing creation and implementation of best practices for our Community Financial Assistance programs; low barrier programs that provide over \$100,000 a year to community members.
  - Assist in training and technical assistance for housing providers.
  - Ensure all data entry is done in a timely manner.
  - Coordinate with Program Director on relevant grant reporting tasks.
- **Collaborate with Program Director to grow new economic justice programs. - 35%**
  - Represent Ingersoll in the Transgender Economic Empowerment Coalition.
  - Leading employer engagement efforts; assisting in training and technical assistance, recruiting employers to participate in job fairs, on our job board and other programming.
  - Develop our reentry program for formerly incarcerated trans folks.
- **Support economic justice policy and advocacy projects - 25%**
  - Collaborate with the Program Director with Economic Justice advocacy.
    - This will include playing a major role in our advocacy with housing service providers and systems.
    - This could include meeting with partners or attending coalition meetings.
- **Collaborate with other Program Managers and Director level staff on other organizational projects - 10%**
  - Participate in cross-program collaborations
  - Participate in best practice program policy development
  - Collaborate with Development staff in grant writing and other fundraising solicitations as needed
  - Support outreach and engagement efforts

- Act as a representative of Ingersoll when called upon.

### **Compensation and Benefits:**

- Starting salary for this position will be \$48,000 - \$55,000 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.
- While we are working remotely as we navigate the COVID-19 public health crisis we will provide stipends for use of home internet and phone services. Additionally, we can provide a small stipend to help make working from home easier.
- All full time Ingersoll staff are provided a work computer and we will arrange a safe delivery of one prior to the start of work.

### **How to Apply:**

- Please the application materials noted down below via email at [hiring@ingersollgendercenter.org](mailto: hiring@ingersollgendercenter.org). Use "Economic Justice Manager Application - Your name" in the subject line:
  - A cover letter (no longer than two typed pages, size 12 font) that shares with us what you think is the greatest contributor to the economic barriers that transgender people face in our society and how you would lead the Economic Justice Program in disrupting these barriers for our community.
  - 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) that includes someone who has managed you and someone that you have directly managed.
  - For your writing sample, please submit a .pdf (no longer than 2 pages) that you've written which illustrates your technical writing skills. This could look like a procedural guide, policy report, organizational document, program proposal, etc.

- 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 June 22nd, 2020 at noon. Hopeful candidates will start in mid to late July of 2020.

**Note:**

Due to currently hosting all of our operations remotely we are open to applicants who are able to host regular work hours in PST times (generally for us that's 10am - 6pm with flexibility) but may not currently be located in King County. We do expect that successful applicants will move to King County by the time it is safe to re-open our office.

*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.***