



Full time Program Manager for Stand with Trans

Description

Currently, this is a grant funded position made possible by CenterLink Capacity Building fund that was renewed in August 2020. It goes through August 30, 2021 and Stand with Trans is committed to funding this position after the grant funding has ended however this is not a guarantee for future employment. This position reports to the Executive Director and is responsible for planning, implementing and evaluating new and current programs.

The position is for an at-will, exempt employee.

Responsibilities

- Track timeline, details (including budget) of the project(s)
- Communicate on a regular basis with the Executive Director, graphic designer, communications manager, and other team members
- Planning details include securing dates and venues (where appropriate)
- Create programs that are mission specific
- Increase attendance and visibility in the community
- Help to identify and secure presenters as necessary
- Manage ongoing communication with presenters and venues (whether online or in-person)
- Keep track of time and activities in detailed tracking sheet
- Use tracking/planning tools to ensure that daily/weekly tasks are completed, and status updates are provided on an ongoing basis
- Regular involvement with social media including efforts to build followers by using innovative strategies to engage our audience

Skills and Desired Qualifications

- Experience working within the LGBTQ+ community
- Comfortable working with LGBTQ+ youth and adults
- Oral and written skills a must
- Expertise with all MS Office applications
- Familiarity and comfort using google drive
- Strong organizational skills and attention to detail a must
- Pleasant on the phone and willingness to make calls
- Ability to coordinate multiple activities/events/project components in a timely and efficient manner
- Familiar with event planning and working against deadlines
- Must be able to compose an email that is well-written with proper grammar and appropriate tone
- Positive, can-do attitude

Benefits



- Paid holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and day after, Christmas Day and day after.
- Two weeks paid vacation after first year, may not be taken together
- Provide 4 weeks-notice for vacation request
- PTO – 5 days within a calendar year
- Mileage reimbursement if personal vehicle is used for organization business at a rate of 57.5 cents/mile

Other

- Regular reviews (Six-month check-in from date of hire)