



The Center Seeks Transgender Program Manager

Description

Under the supervision of the Community Engagement Manager, the Transgender Program Manager is primarily responsible for the daily management and oversight of all The Center's transgender programs and services. Working with the Community Engagement Manager, this position supports the advancement of The Center's mission through strategic expansion of existing Center programs and services and the development of new initiatives to address effectively the needs of the Transgender community through increased and enhanced offerings and visibility.

Key Responsibilities:

- Directly engages in planning and implementing programs and activities for the transgender community and their support systems, including maintaining current community resources for referrals and facilitating social support groups;
- Monitors all transgender activities and tracks and maintains accurate participant records, statistics and reports;
- Collaborates with the Community Engagement Manager to compile statistics and narratives as needed for reports, proposals, and grants;
- Conducts outreach to groups and organizations that work with the transgender population and participates in community outreach events, such as resource fairs, community partnerships and events;
- Manages program staff (as applicable) and volunteers that support transgender programs and services;
- Assist in developing strategic programmatic responses to emerging and ongoing policy issues happening on a national level, including access to health care, economic justice, racial justice, student safety, prisoners' rights, and immigrants' rights.
- Responsibility for identifying, developing and advancing current and new partnerships with appropriate community-based organizations and public service agencies, both locally and nationally that serve the transgender populations;
- Oversees The Center's Transgender Advisory Council and acts as a liaison to help inform the direction The Center should go with programming, services and advocacy.
- Supports the development of educational materials for the public and community at large, including 'know your rights' materials and training curricula.
- Promotes The Center and its mission, transparently and accurately, at community, partner, sponsor, and donor events and through all communications with constituents and stakeholders;
- Represent The Center publicly through media appearances, public speaking engagements, newspaper interviews, radio interviews; etc.as approved by the Executive Director.
- Interfaces with donors to educate them on the needs of the transgender community;
- Conducts and develops trainings on best and promising practices for working with and caring for the transgender population for various audiences such as social services providers, law enforcement and the community at-large;
- Accountable for significantly increasing the engagement of the transgender communities in the life of The Center through their participation in programs, services and events of the Center; and,
- Represents The Center and is accountable and responsible for developing The Center's relationships with key existing and new community partners in the areas of transgender people;

- Provides crisis intervention support for transgender individuals in need and makes referrals to community resources; The Center's C.A.N. Certification is required.\
- Helps families better accept their transgender and gender non-conforming children through education;
- Works to change attitudes so that all people can live safely, authentically, and free from discrimination regardless of their gender identity or expression;
- Has an understanding and respect of diverse transgender identified people including non-binary and gender non-conforming (GNC), people of color, the entire spectrum of the individual transgender journey, immigrant experiences and needs; etc.

Additional Requirements:

- Works as part of a larger team across all Center programs;
- Upholds The Center's values, mission and patron code of conduct;
- An understanding of and a demonstrated passion for the issues affecting the populations served by The Center;
- Demonstrated experience working with the populations served by The Center, particularly transgender individuals;
- Strong organizational skills, with a proven record of managing multiple projects, program budgets, and competing priorities;
- A willingness and capability to "roll up the sleeves" and work at a level of detail appropriate to the current size of the organization.
- Must be a good communicator both verbally and written.
- Ability to multi-task, prioritize and work well in a collaborative environment with multiple stakeholders.
- Must be results oriented, a self-starter with proven concern for detail, organization, and timely follow-through.
- Must be a problem solver in order to quickly work through complex situations.
- Proficient computer skills including knowledge of Microsoft Word, Excel, PowerPoint and e-mail communication;
- Demonstrated experience working in a multicultural environment where commitment to diversity based on race, ethnic origin, sex, age, sexual orientation, gender identity or expression, and physical ability is a core value.
- Ability to regularly work evenings and weekends as required.

Educational Background and Work Experience: The ideal candidate will have a minimum of 2-3 years of experience working at a community-based and/or public sector organization, have experience developing and managing programs and people (staff and volunteers). Related educational background in social work, human services, psychology, and sociology is a plus.