



Events Manager Position Announcement

About Trans Families

Trans Families increases the awareness and understanding of the wide range of gender diversity in children, adolescents, and adults by providing family support, building community, increasing societal awareness, and improving the well-being for people of all gender identities and expressions. We offer online video support groups for families and separately for trans youth, as well as message boards, a moderated chat server, online resources, monthly webinars, a trans youth leadership program, game nights, and soon a return to our hallmark conference, Gender Odyssey. All our programs are guided by the belief that providing support for, and information to, parents leads to better health and wellness for the child and the entire family.

TRANS FAMILIES is an equal opportunity employer and it is our policy to comply with all federal, state and local equal employment opportunity laws. We do not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion or creed, national origin, ancestry, sex, age, marital status, physical ability, family responsibility, political affiliation or any other status protected by applicable law. We strongly encourage applications from members of underrepresented and minority groups, and are committed to maintaining a diverse staff.

Trans Families is a non-profit organization recognized as a tax-exempt 501(c)(3) public charity.

Position Description

Reporting directly to our Executive Director, the Events Manager will be responsible for overseeing, developing, and running our events, both virtual and in-person. Duties will primarily include logistics management, liaising with vendors and presenters, helping to determine venues, and coordinating closely with staff on communications and ideation. This position will be integral in our education and community-building efforts.

The Events Manager will collaborate closely with the Executive Director, staff, and volunteers.

Posting date: June 5, 2022

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6523 California SW, #360

Seattle, WA 98136

info@transfamilies.org

Responsibilities

The Events Manager's responsibilities will include:

- Planning and executing event logistics for monthly webinars, annual conferences, classes, etc.
- Liaising with vendors and presenters, and addressing potential problems that may arise.
- Maintaining financial records and managing to budget.
- Anticipating and planning for potential scenarios that could impact the integrity of the event.
- Coordinating event volunteers.

Experience Required

- At least three years of proven experience organizing community events both in-person and online.
- Demonstratable understanding of the transgender youth and family communities.
- High School Diploma. Bachelor's degree preferred but not required.

Required Skills and Qualifications

- Highly motivated self-starter with a strong desire to increase their capacity as they outdo themselves year over year.
- Excellent written and oral communication.
- Strong interpersonal skills.
- Exceptional organizational and time management skills.
- Demonstrated ability to work independently and meet deadlines.
- High level of attention to detail, including accuracy.
- Ability to maintain confidentiality.
- Cultural sensitivity.
- Commitment to human rights.

Bonus Qualifications

If you have any of these additional skills or areas of experience, please do let us know in your application:

- Organizing accreditation process
- Streamyard

Compensation

This is a remote, full-time exempt position, which reports to the Executive Director. The starting base salary is \$20 – 23 per hour.

How to Apply

Send a cover letter with salary requirements, resume, and a list of three references to info@transfamilies.org with subject line "*Your First and Last Name: Events Manager Application.*" Applications will be reviewed on a rolling basis and accepted until the position is filled. Please note, Trans Families prefers to fill this opening immediately.