



PO Box 2674
Grand Rapids, MI
49501

GRTransFoundation.org

Date: April 25, 2022
Title: **Administrative Support Professional**
Hours: 15 hours/week; 52 weeks/year*
Rate: \$18.50/hour
Reports to: GRTF Executive Director
Posted until: May 8, 2022 (11:59 PM)

*Work schedule is flexible. Occasional event support on nights / weekends may be required.

SUMMARY

This position will provide support for the Grand Rapids Trans Foundation (GRTF). In addition to various administrative support, this worker will also provide key support in GRTF's programming, social media, online store, resource gathering, tabling at events, donor management, and other assorted tasks. This position is set up currently as a work-from-home position; in the event that GRTF secures a brick-and-mortar location this year, some office hours may be required.

ESSENTIAL JOB FUNCTIONS

- Assisting with GRTF's Academic Scholarship program.
- Assisting with GRTF's "Update!" Name Change Workshop and subsequent communication.
- Answering and delegating incoming emails.
- Managing social media accounts, including creating and scheduling posts, ensuring accessibility, and answering messages.
- Managing GRTF's online store, including packaging orders, tracking inventory, and potentially making deliveries.
- Resource gathering and verifying.
- Table support at occasional events.

- Assisting GRTF's Executive Director with donor management (e.g. mailings, data entry, etc.).

JOB SPECIFICATIONS

Education

- A minimum of a high school degree or GED diploma.

Experience

- Administrative background preferred, not required.
- Prior experience working with LGBTQIA+ populations preferred.

Skills

- Ability to communicate (written and verbally) in a respectful, professional manner.
- Detail-oriented.
- Basic computer skills, including email, word processing, and spreadsheets.
- Simple graphic design skills and/or experience using Canva preferred, but not required.

Performance Demands

- Keeping a clear line of communication with GRTF's Executive Director.
- Staying on top of assigned weekly workload.
- Outstanding work ethic and integrity.

Mental Demands

- Being able to adjust to a fluctuating workload.
- Willingness to learn new skills and administrative processes.

Physical Demands

- Ability to lift 25 pounds.

Working Conditions

- Predominantly working independently without supervision.
- Coordinating virtually with GRTF's Executive Director and other Board members.

Method of Application: Visit <https://GRTransFoundation.org/jobs>. Submit both your cover letter and resume within a single PDF or Word document. Your resume must include a minimum of two references with contact information. Questions related to this position should be directed to ExecutiveDirector@GRTransFoundation.org. The opportunity to apply for this position will close on May 8, 2022, at 11:59 PM.

Equal Opportunity Statement: Grand Rapids Trans Foundation values a diverse workplace and strongly encourages women, Black/BIPOC individuals, LGBTQIA+ individuals, people with disabilities, and members of ethnic minorities to apply. Grand Rapids Trans Foundation is also an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.